State of North Dakota

Module 4 – Accounts Payable

PeopleSoft Financials 9.0

Office of Management & Budget - Fiscal Management
01/01/2011

Introduction

The PeopleSoft Financials Training Guide was produced by using the User Productivity Kit (UPK) / On Demand Training application. The Training Guide is comprised of 3 levels:

- Module – PeopleSoft component
- Lesson – Description level
- Topic - Procedure

All levels are identified with the prefix "ST" for STATE.

PeopleSoft Financial Modules Training Guides are available on the Office of Management & Budget website: www.nd.gov/fiscal/accounting/manuals.

The PeopleSoft Financials Module Online Tutorials and Job Aids are available by clicking on the Help menu in PeopleSoft Financials.

Notice to Users:

- All Training Guide content was recorded in the PeopleSoft Test environment (NDFT). The NDFT logo will appear on the screen shots in this document; however, this will not be seen in the Production environment.

- The PeopleSoft Tools upgrade was implemented in October 2010. This change does not affect the actual material represented in the Training Guides/Job Aids; however, the main menu screens in the training material may look different than the actual PeopleSoft Production environment.

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ST Module 4 - Accounts Payable

Accounts Payable Module

The Accounts Payable Module has the ability to create, approve and pay vouchers to vendors by using workflow. These vouchers are identified as Regular Entry or InterDepartmental (IDB) vouchers.

To view or print the Accounts Payable Training Guide, click on OMB's training webpage: (http://www.nd.gov/fiscal/accounting/manuals)

ST Lesson 4.1 - Accounts Payable Vouchers

Accounts Payable Vouchers

Regular vouchers are created and paid directly to the vendor; upon completion, they create expenditures. This differs from PO vouchers that are for the payment of purchase orders, generated by the state's procurement process. Since direct vouchers do not flow through the procurement process, their uses are limited to areas where the state has specific statutory authority to pay vendors directly.

ST 4.1.1 - Entering Regular Vouchers

Entering Regular Vouchers

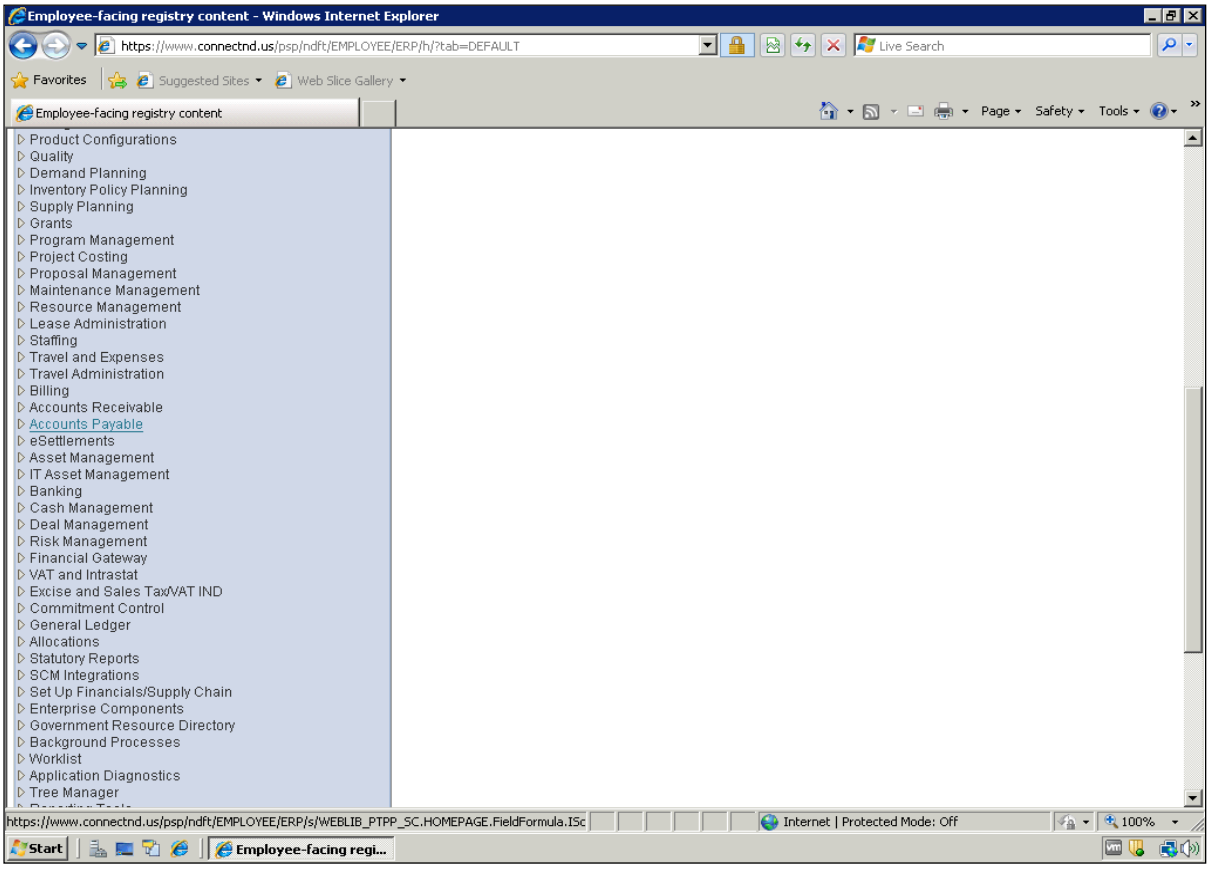
Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry

A voucher consists of a Header, Invoice Lines and Distribution Lines. At a minimum, a voucher must have one of each to be valid. In addition, the sum of the distribution lines must balance to the invoice line, and the voucher lines must balance to the voucher header. As information is added to a voucher, items may have been incorrectly added which prevent the voucher from balancing. If this occurs, the system has been configured to allow the voucher to be saved in a recycled state. This will allow you to save your work; however, no additional processing may be completed with a recycled voucher until the out-of-balance condition is corrected.

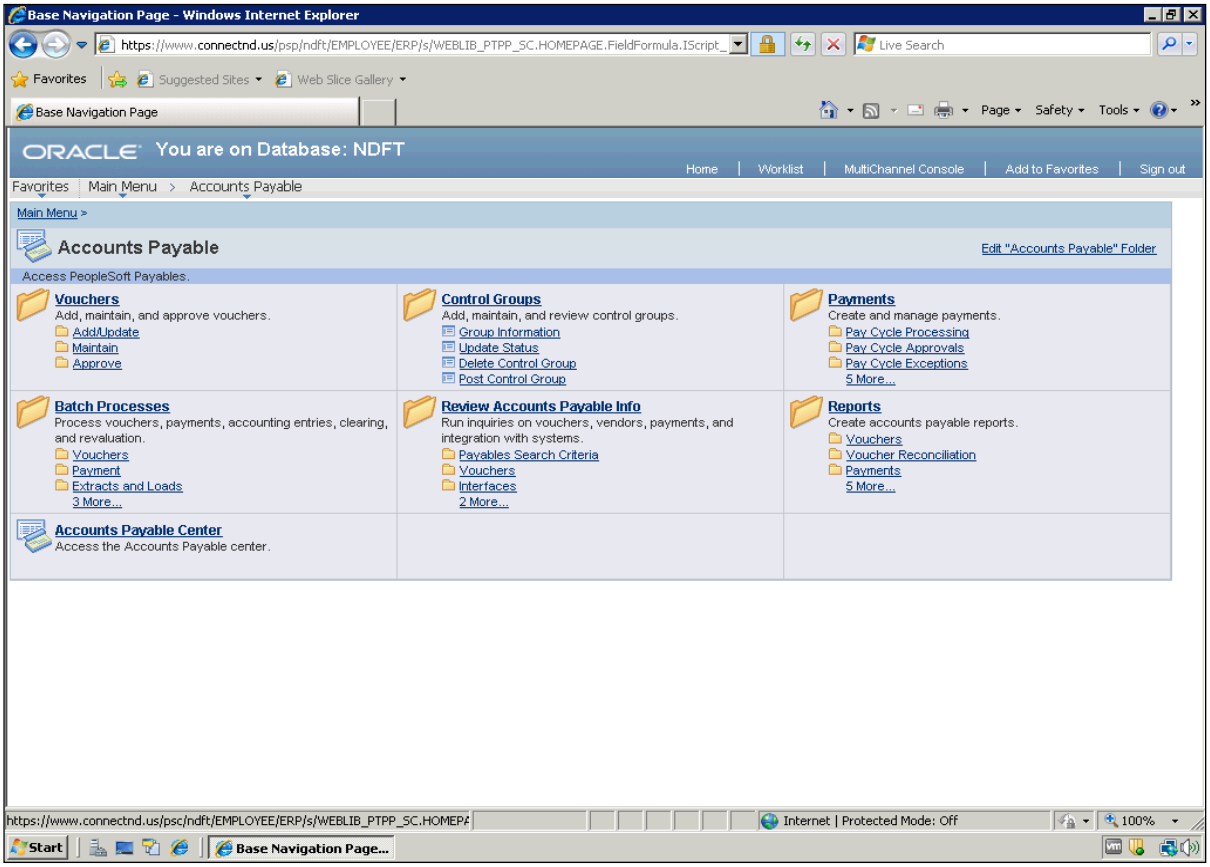
Vouchers move through a lifecycle whereby they are first entered, paid, and finally posted.

Procedure

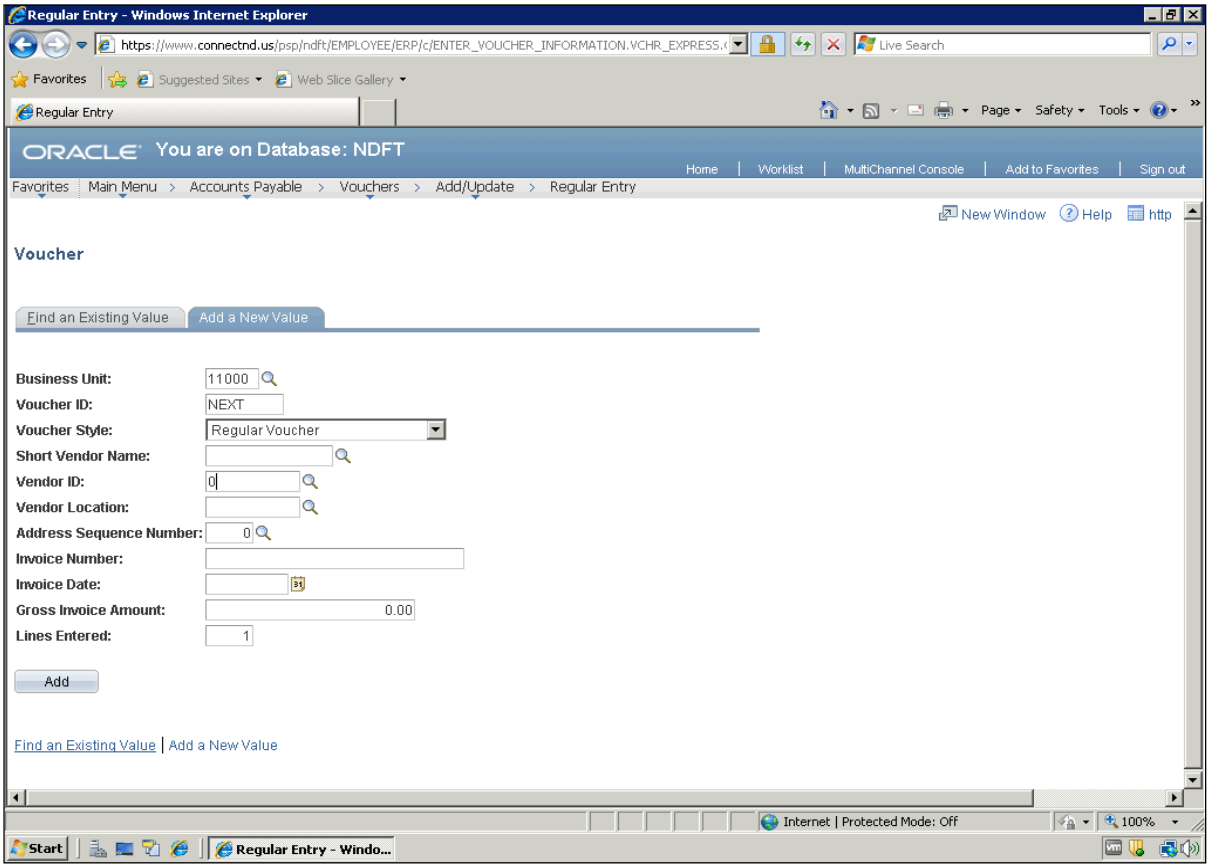
This topic shows how to Enter Regular Vouchers.



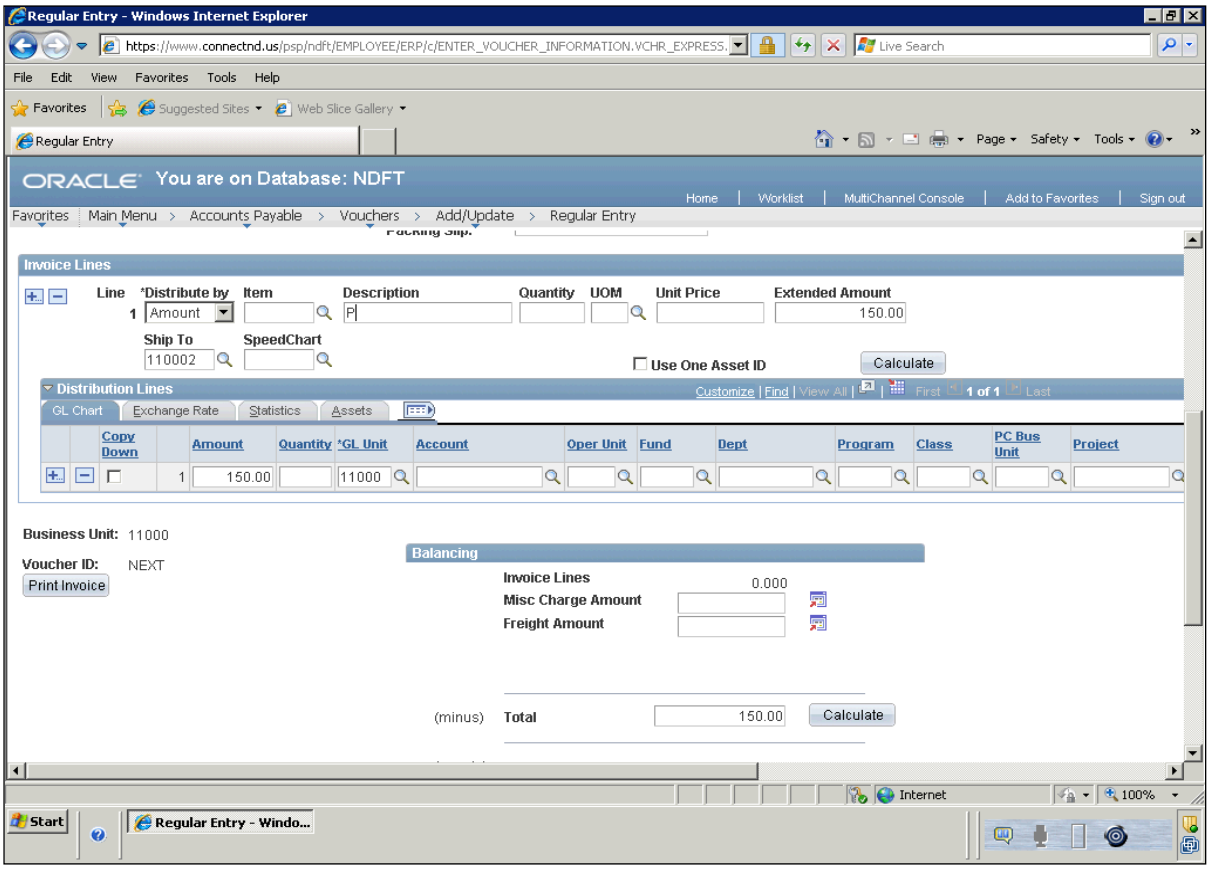
Step	Action
1.	Click the **Accounts Payable** link. Accounts Payable



Step	Action
2.	Click the **Vouchers** link. Vouchers
3.	Click the **Add/Update** link. Add/Update
4.	Click the **Regular Entry** link. Regular Entry
5.	Voucher ID and Voucher Style will default to NEXT.



Step	Action
6.	Enter the desired information into the **Vendor ID** field. Enter "**0000072173**".
7.	**Note:** If you do not know the Vendor ID, type the partial vendor name in the Short Vendor Name field and click the Look Up. Enter the desired information into the **Short Vendor Name** field. Enter "**DAKOTA**".
8.	Click the **Look up Short Vendor Name (Alt+5)** button.
9.	Click the **DAKOTA APPLIANCE INC** link.
10.	Enter the desired information into the **Invoice Number** field. Enter "**DAK-07652**".
11.	Enter the desired information into the **Invoice Date** field. Enter "**10/15/2010**".
12.	Enter the desired information into the **Gross Invoice Amount** field. Enter "**150.00**".
13.	Click the **Add** button.



Step	Action
14.	Enter the desired information into the **Description** field. Enter "**Parts for Heater**".
15.	Select a SpeedChart or enter the appropriate chartfields on the Distribution Lines.
16.	Enter the desired information into the **Account** field. Enter "**534115**".
17.	Enter the desired information into the **Oper Unit** field. Enter "**110**".
18.	Enter the desired information into the **Fund** field. Enter "**001**".
19.	Enter the desired information into the **Dept** field. Enter "**1000**".
20.	Enter the desired information into the **Class** field. Enter "**11030**".
21.	**Note:** Click +... to add more Distribution Lines.
22.	Click the **Save** button.

Step	Action
23.	**Note:** After the voucher is saved, it must be submitted for Initial and Final Approval. ST 4.1.6 - Submitting a Voucher for Initial Approval ST 4.1.7 - Final Approval of Voucher.
24.	This topic showed how to Enter Regular Vouchers. **End of Procedure.**

ST 4.1.2 - Entering a Journal Correction in AP

Entering a Journal Correction in AP

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry

A journal can be done in Accounts Payable (AP) when making corrections to an AP voucher. Auditors prefer that voucher errors be corrected in AP instead of the General Ledger for the following reasons:

1) Both the original voucher and correcting journal entry are done in the Accounts Payable Module.

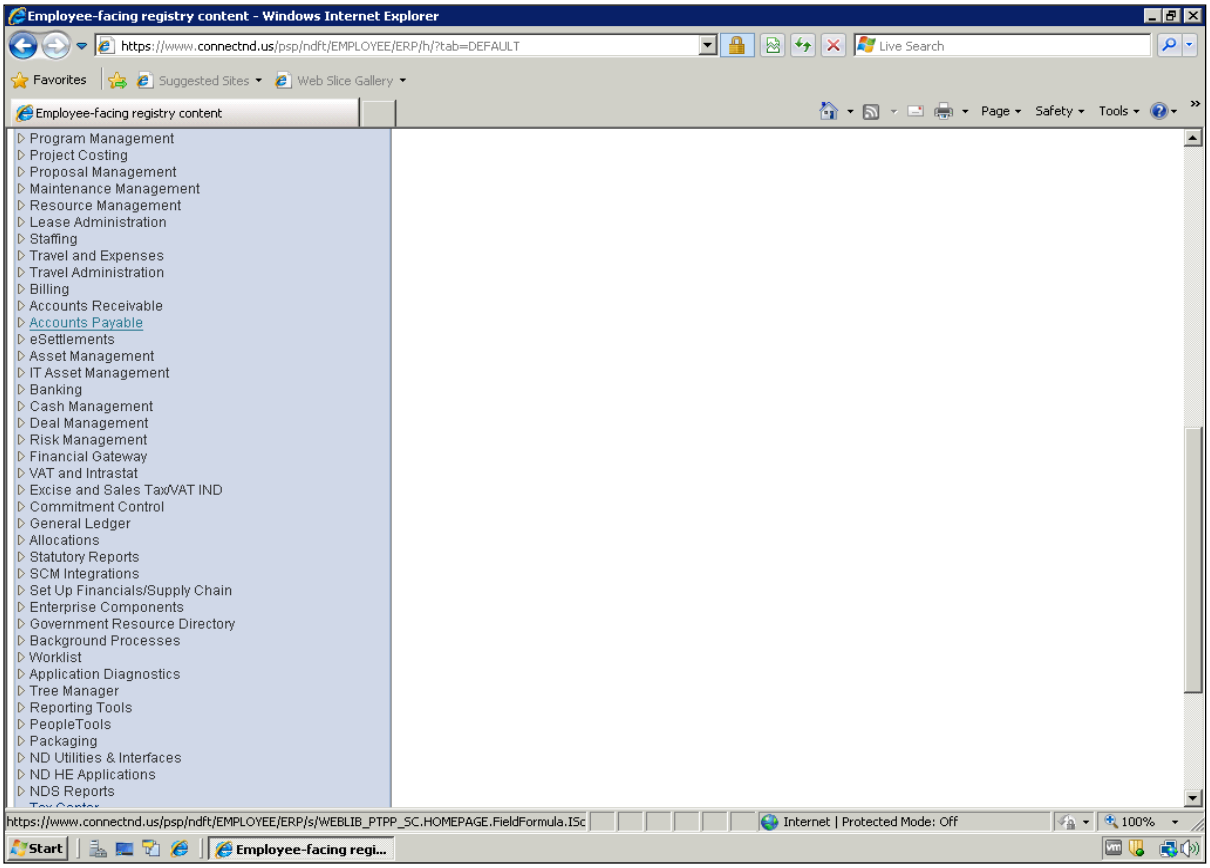
2) It provides a better audit trail to the original voucher.

3) Workflow approval has been established.

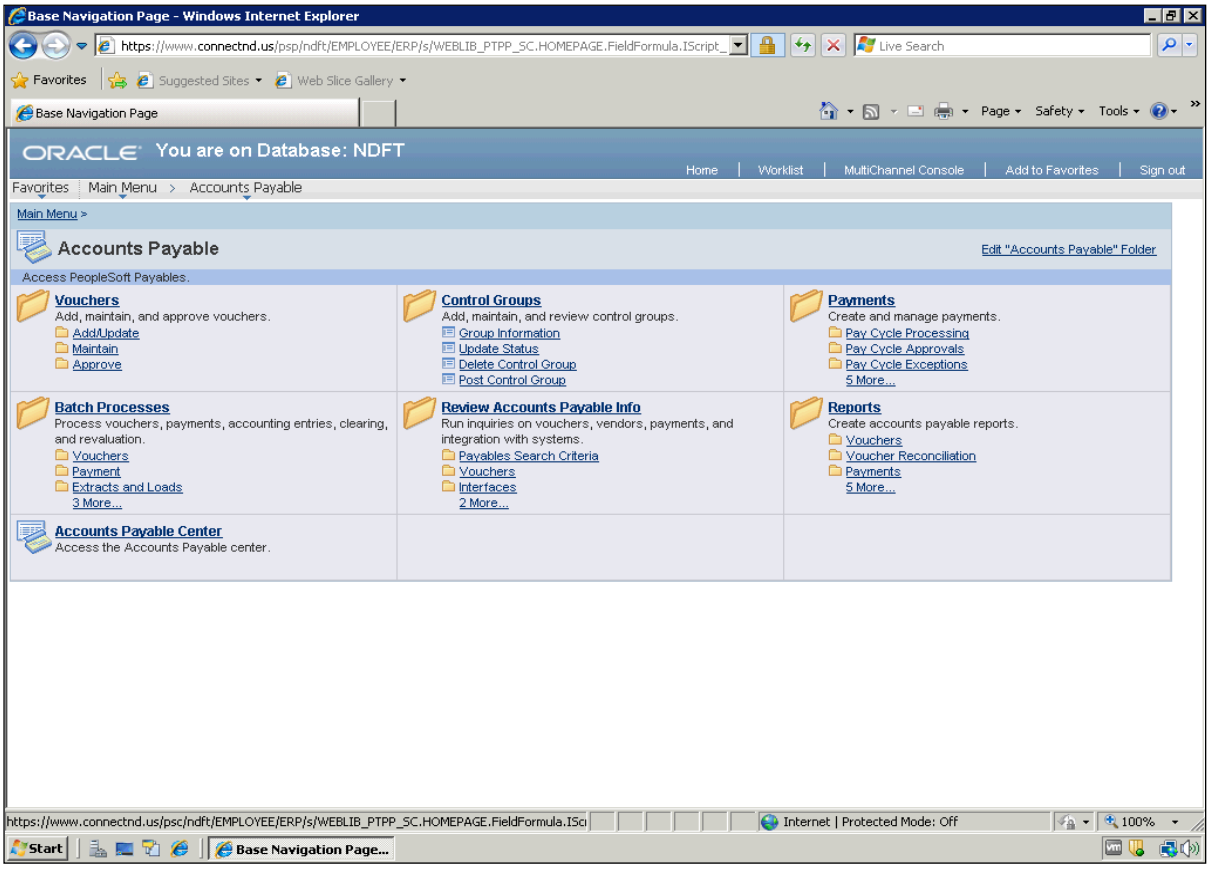
Procedure

This topic shows how to Enter a Journal Correction in Accounts Payable.

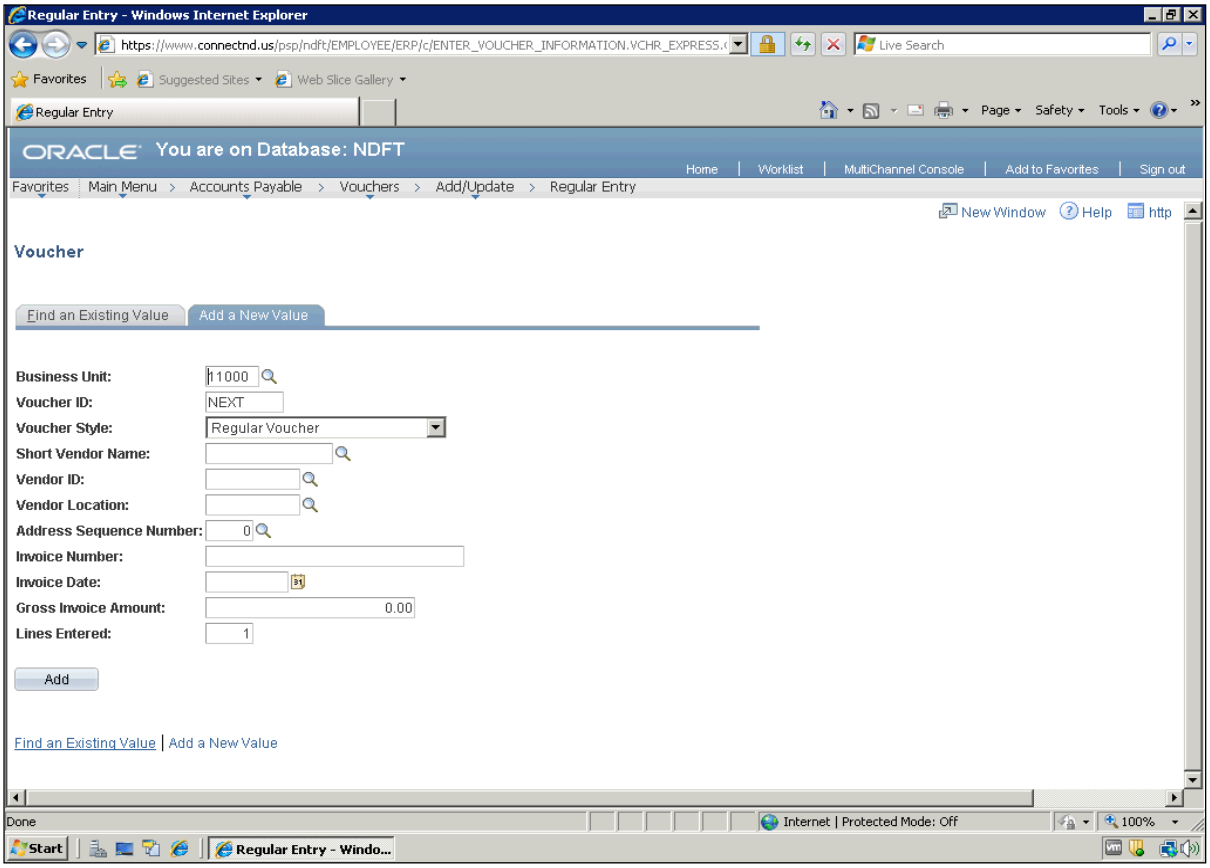
Note: Before you begin, you should have the Voucher Number and Vendor Number of the AP voucher you are correcting.

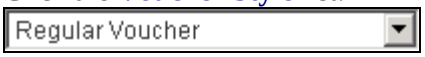


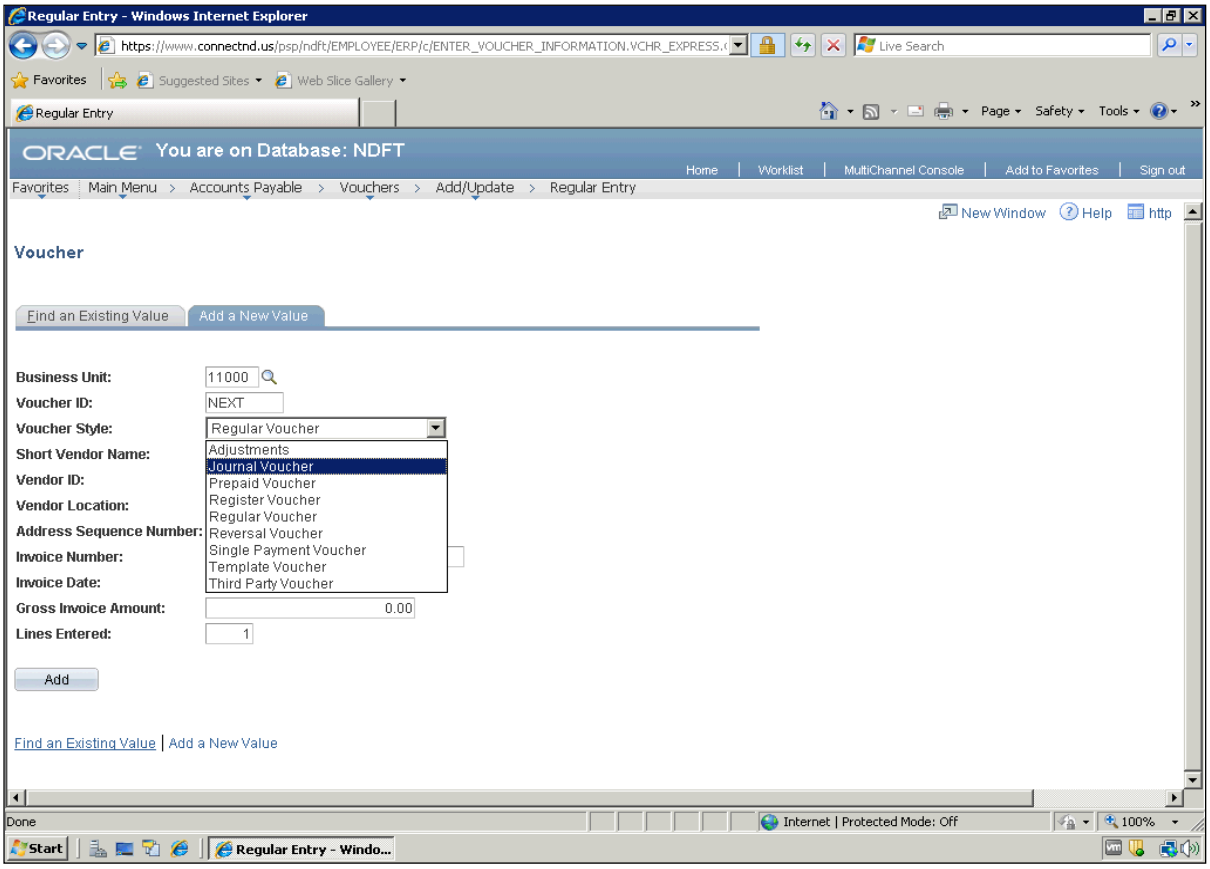
Step	Action
1.	Click the **Accounts Payable** link. ▷ Accounts Payable



Step	Action
2.	Click the **Vouchers** link. Vouchers
3.	Click the **Add/Update** link. Add/Update
4.	Click the **Regular Entry** link. Regular Entry



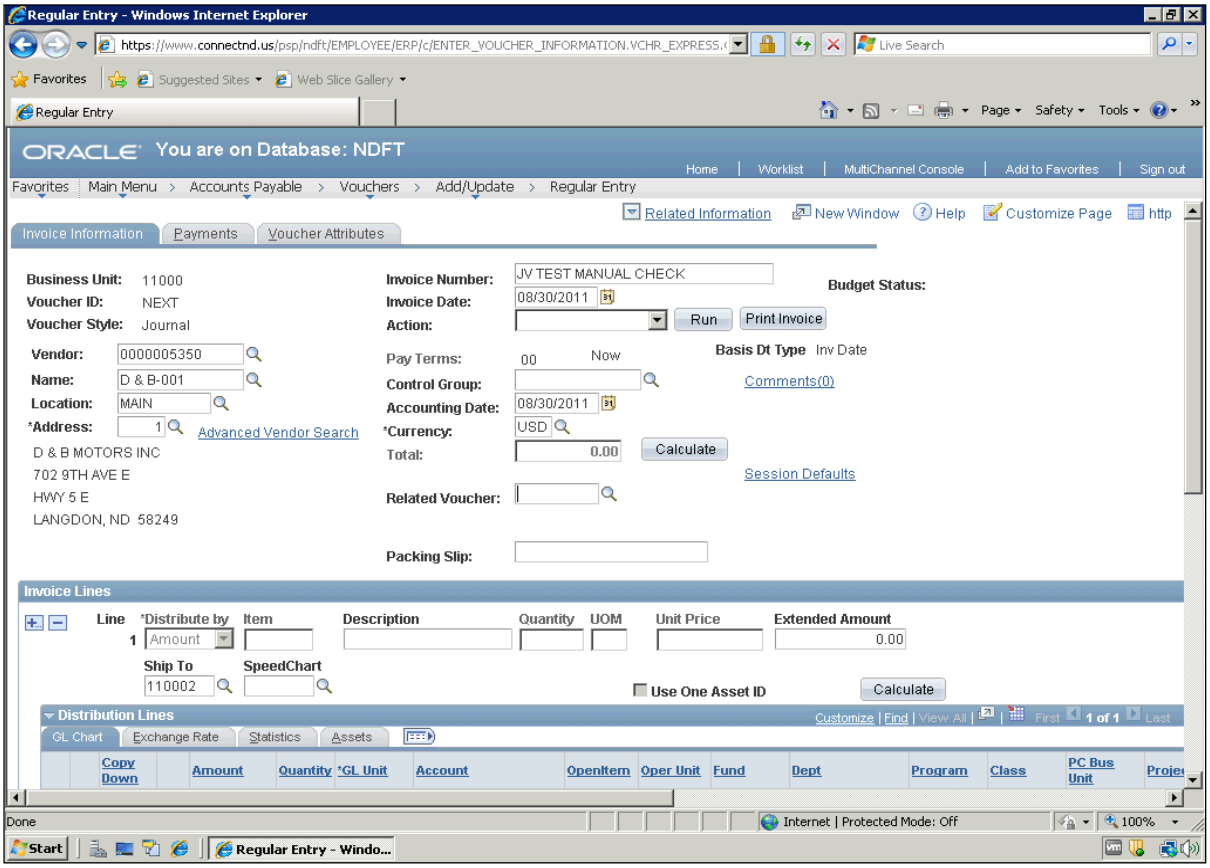
Step	Action
5.	Click the **Voucher Style** list. 



Step	Action
6.	Click the **Journal Voucher** list item. Journal Voucher

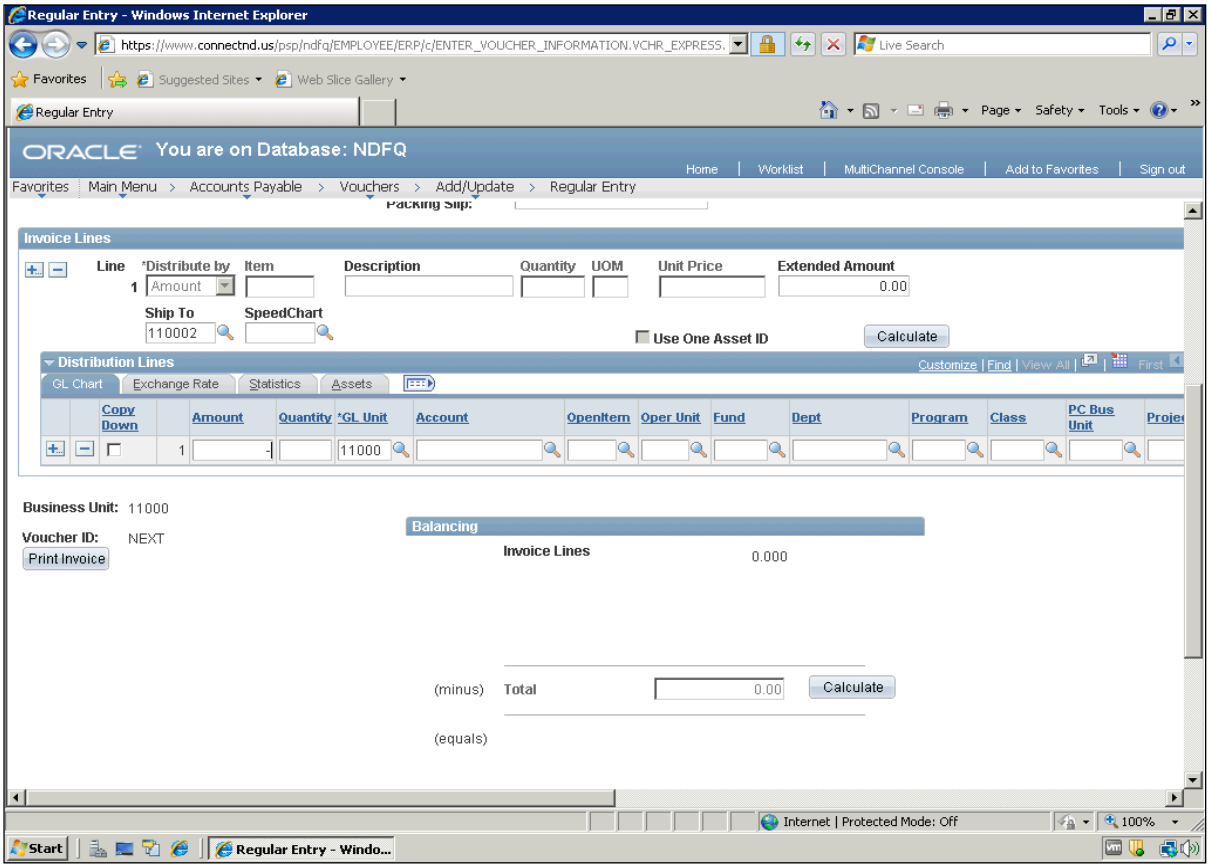
Step	Action
7.	Enter the desired information into the **Vendor ID** field. Enter "**0000005350**".
8.	Click the **Look up Vendor ID (Alt+5)** button to verify the correct vendor name.
9.	Click the **D & B MOTORS INC** link. D & B MOTORS INC
10.	Enter the desired information into the **Invoice Number** field. Enter "**JV TEST MANUAL CHECK**". **Note:** For continuity, agencies are using the invoice number on the original AP voucher but are preceding it with JV.

Step	Action
11.	Enter the desired information into the **Invoice Date** field. Enter "**8/30/2011**". **Note:** The Invoice Date can either be the original AP voucher date or the date the AP Journal correction is added.
12.	Click the **Add** button.

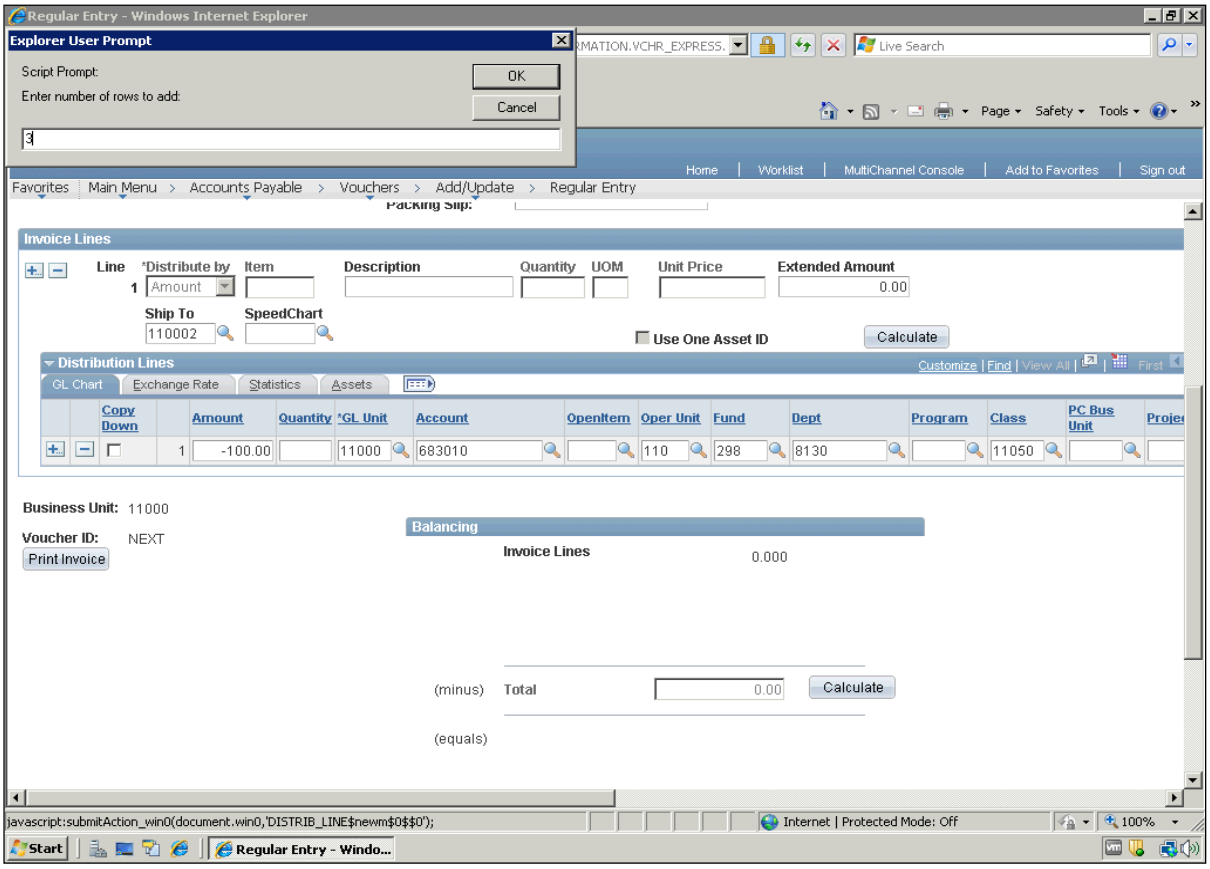


Step	Action
13.	Enter the desired information into the **Related Voucher** field. Enter "**000008545**".
14.	Click the **Look up Related Voucher (Alt+5)** button to verify the correct voucher.
15.	Click the **TEST MANUAL CHECK PROCESS** link.

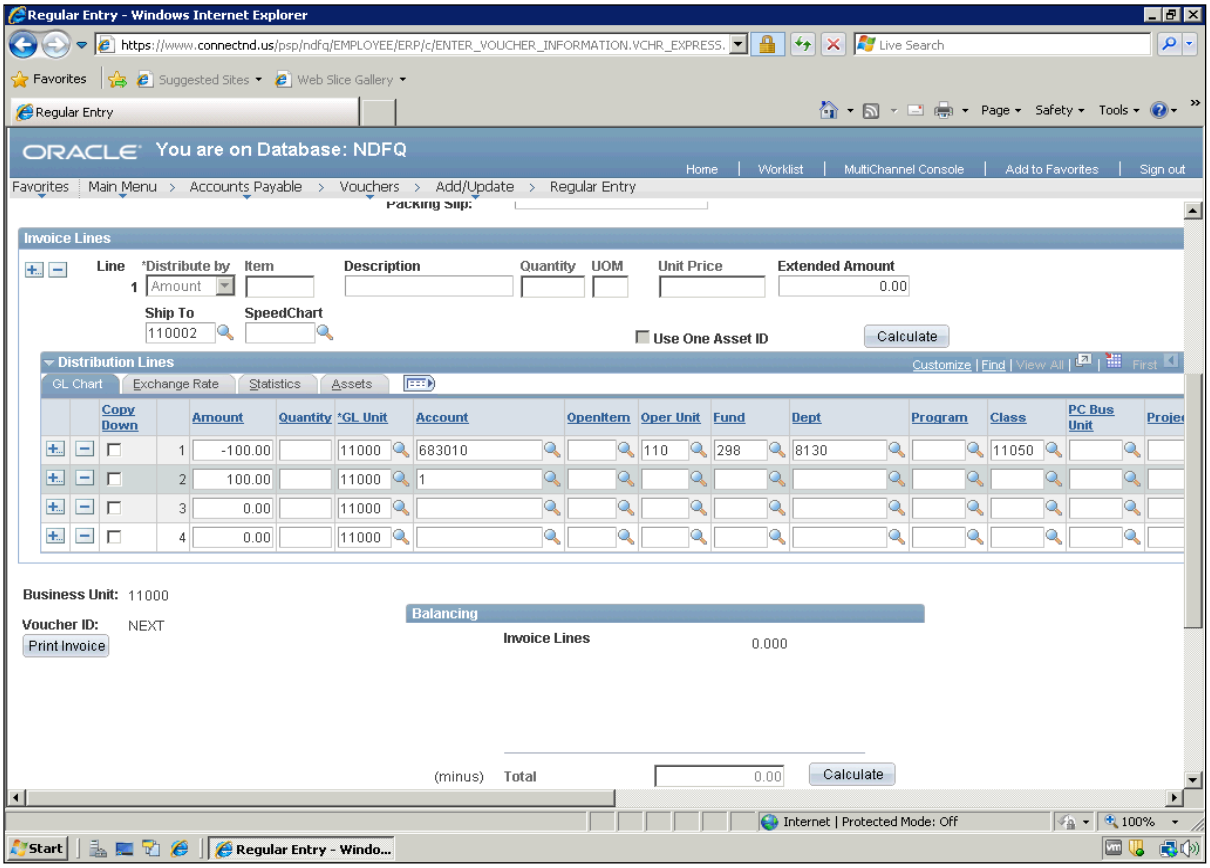
Step	Action
16.	AP journal corrections require additional distribution lines, depending on the type of correction being made. When making a correction to an Account Code, Dept. ID, Operating Unit, or Class Code...cash lines are not needed. **When making a correction to a Fund...cash lines are required.**
17.	**Decision:** Please make a selection from the options listed below. • Non-Fund Correction Go to step 18 on page 13 • Fund Correction Go to step 31 on page 14
18.	Enter the desired information into the **Amount** field. Enter "**-10.00**".
19.	Enter the desired information into the **Account** field. Enter "**534040**".
20.	Enter the desired information into the **Oper Unit** field. Enter "**110**".
21.	Enter the desired information into the **Fund** field. Enter "**001**".
22.	Enter the desired information into the **Dept** field. Enter "**3000**".
23.	Enter the desired information into the **Class** field. Enter "**11030**".
24.	Click the **Add multiple new rows at row 1 (Alt+7)** button.
25.	Enter the desired information into the **Account** field. Enter "**534040**".
26.	Enter the desired information into the **Oper Unit** field. Enter "**110**".
27.	Enter the desired information into the **Fund** field. Enter "**001**".
28.	Enter the desired information into the **Dept** field. Enter "**4000**".
29.	Click the **Save** button.
30.	This topic showed how to Enter a Journal Correction in AP (Non Fund Correction). **End of Procedure.** Remaining steps apply to other paths.



Step	Action
31.	Enter the desired information into the **Amount** field. Enter "**-100.00**".
32.	Enter the desired information into the **Account** field. Enter "**683010**".
33.	Enter the desired information into the **Oper Unit** field. Enter "**110**".
34.	Enter the desired information into the **Fund** field. Enter "**298**".
35.	Enter the desired information into the **Dept** field. Enter "**8130**".
36.	Enter the desired information into the **Class** field. Enter "**11050**".
37.	Click the **Add multiple new rows at row 1 (Alt+7)** button.



Step	Action
38.	Enter the desired information into the **Explorer User Prompt** field. Enter "**3**".
39.	Click the **OK** button. OK



Step	Action
40.	Enter the desired information into the **Account** field. Enter "**105251**".
41.	Enter the desired information into the **Fund** field. Enter "**298**".
42.	Enter the desired information into the **Amount** field. Enter "**100.00**".
43.	Enter the desired information into the **Account** field. Enter "**683015**".
44.	Enter the desired information into the **Oper Unit** field. Enter "**110**".
45.	Enter the desired information into the **Fund** field. Enter "**001**".
46.	Enter the desired information into the **Dept** field. Enter "**8130**".
47.	Enter the desired information into the **Class** field. Enter "**11050**".
48.	Enter the desired information into the **Amount** field. Enter "**-100.00**".
49.	Enter the desired information into the **Account** field. Enter "**105251**".
50.	Enter the desired information into the **Fund** field. Enter "**001**".
51.	Click the **Save** button. Save
52.	After the AP voucher is completed, it can be submitted for final approval.

Step	Action
53.	This topic showed how to Enter a Journal Correction in AP (Fund Correction). **End of Procedure.**

ST 4.1.3 - Deleting a Voucher

Deleting a Voucher

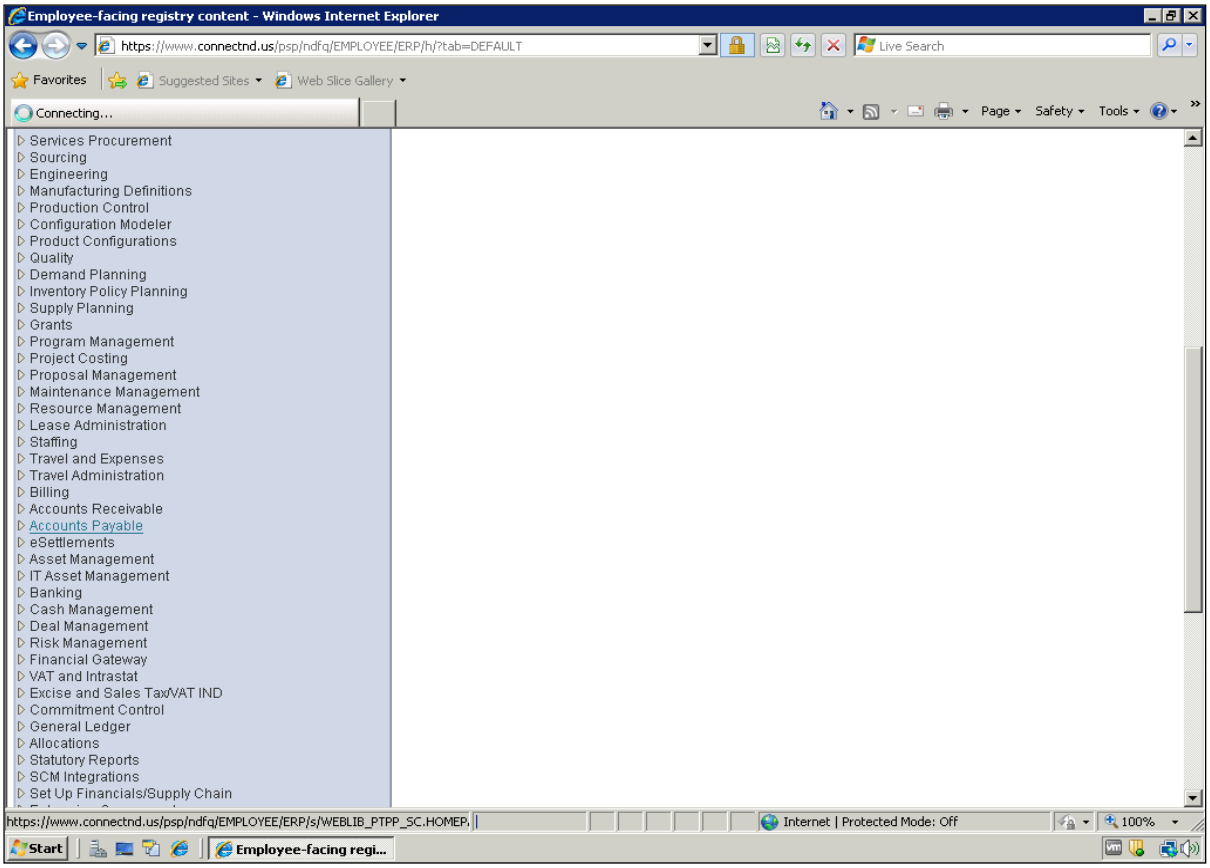
Navigation: Accounts Payable > Vouchers > Add/Update > Delete Voucher

Vouchers can be deleted, when necessary, unless they have been posted or paid. The system makes no audit trail of the deletion because it assumes the voucher is incorrect.

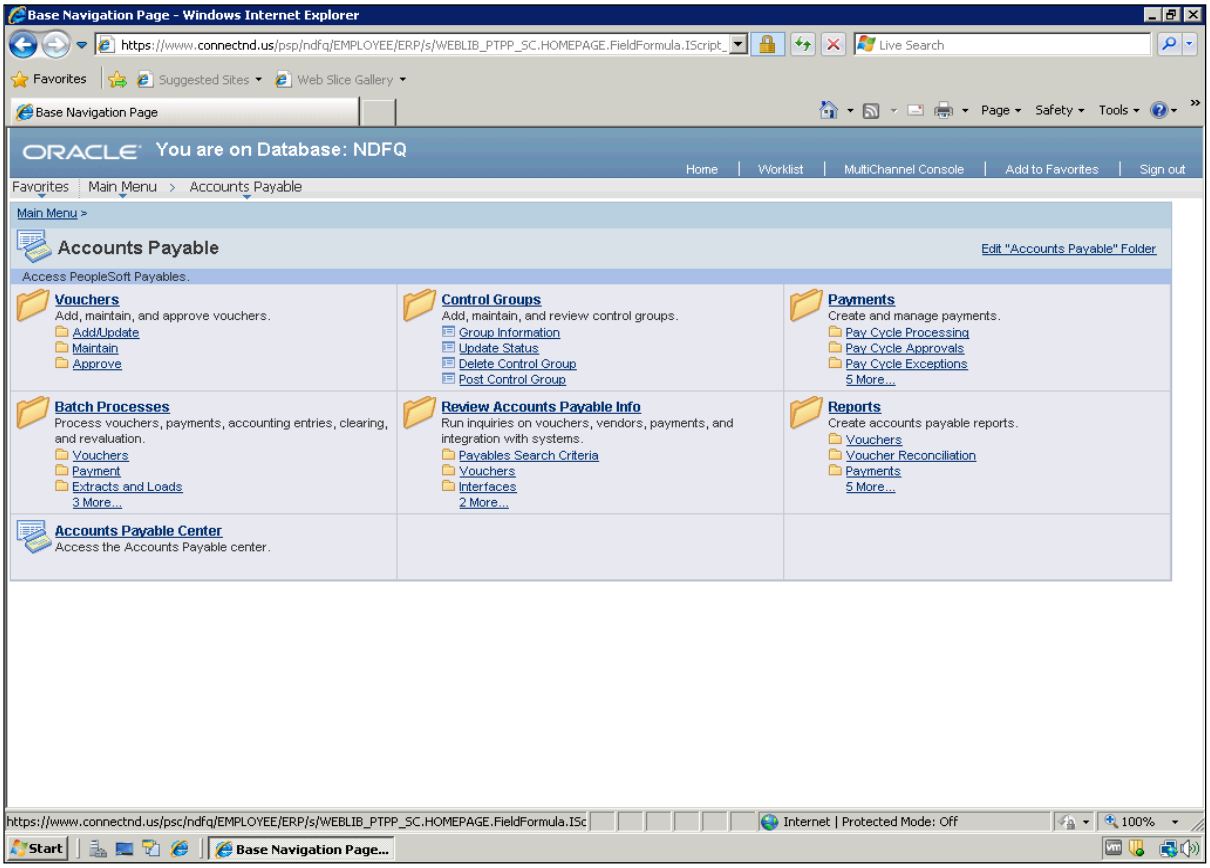
Procedure

This topic shows how to Delete a Voucher.

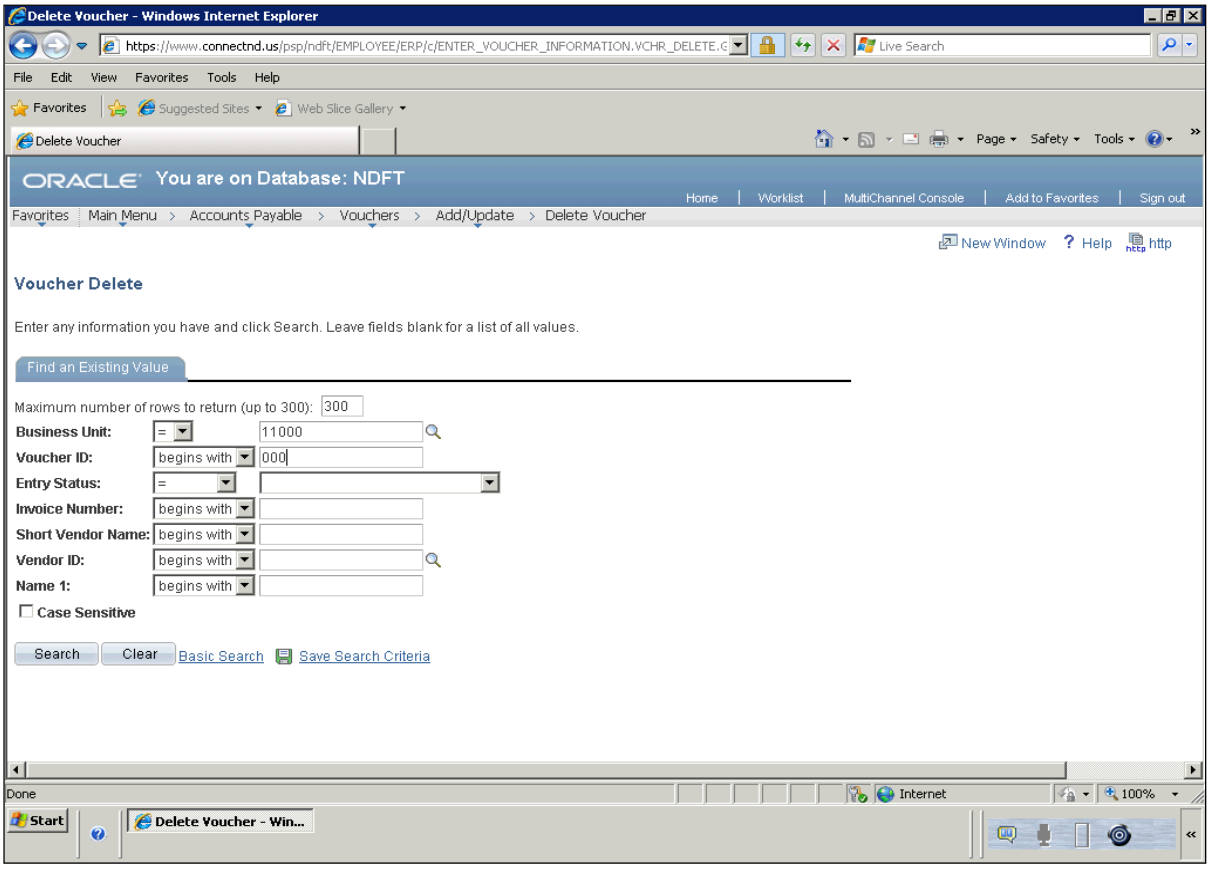
Note: A voucher can be deleted if it has not posted to PeopleSoft.



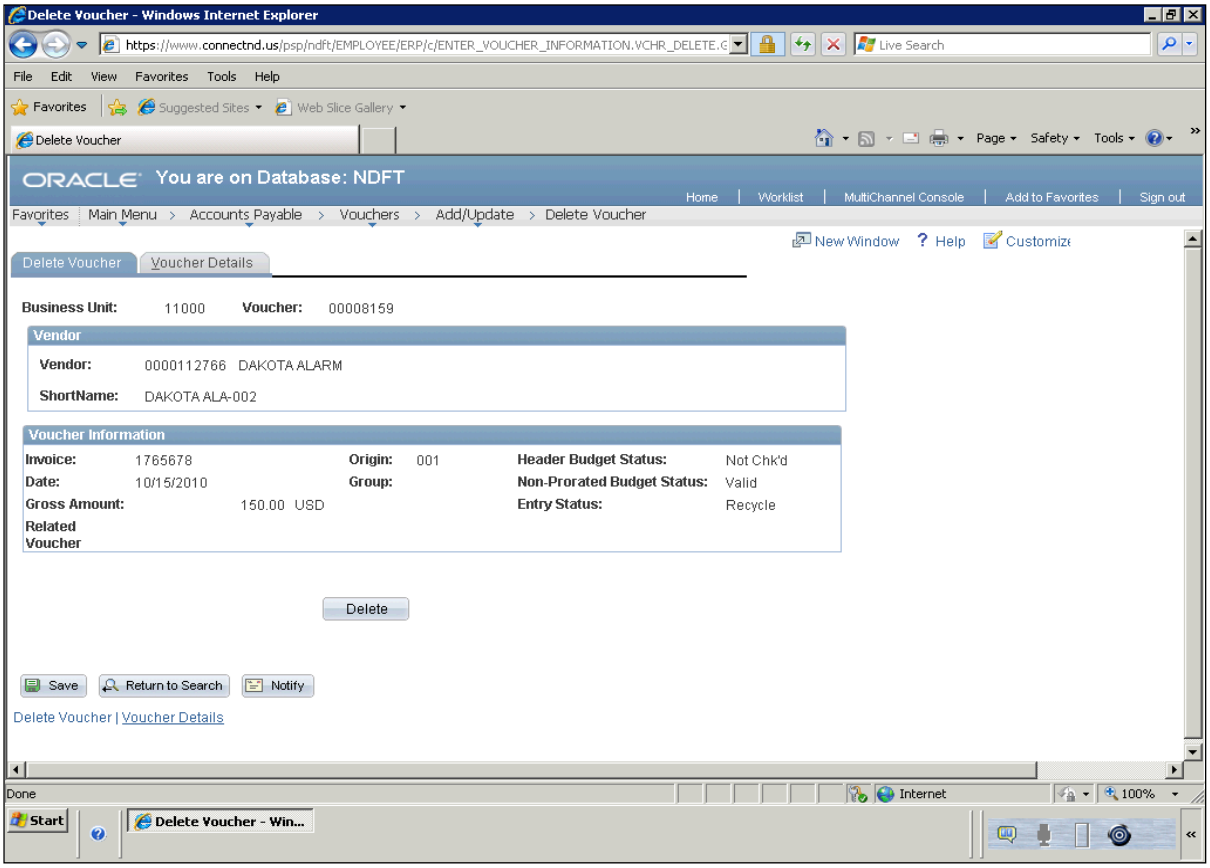
Step	Action
1.	Click the **Accounts Payable** link. Accounts Payable



Step	Action
2.	Click the **Vouchers** link. Vouchers
3.	Click the **Delete Voucher** link. Delete Voucher



Step	Action
4.	Enter the desired information into the **Voucher ID** field. Enter "**00008159**".
5.	Click the **Search** button. Search



Step	Action
6.	Click the **Delete** button. Delete
7.	Click "OK" to confirm the delete command. Click the **OK** button. OK
8.	Click the **Save** object. Save
9.	This topic showed how to Delete a Voucher. **End of Procedure.**

ST 4.1.4 - InterDepartmental Billing/IDB Vouchers

InterDepartmental Billings/IDB Vouchers

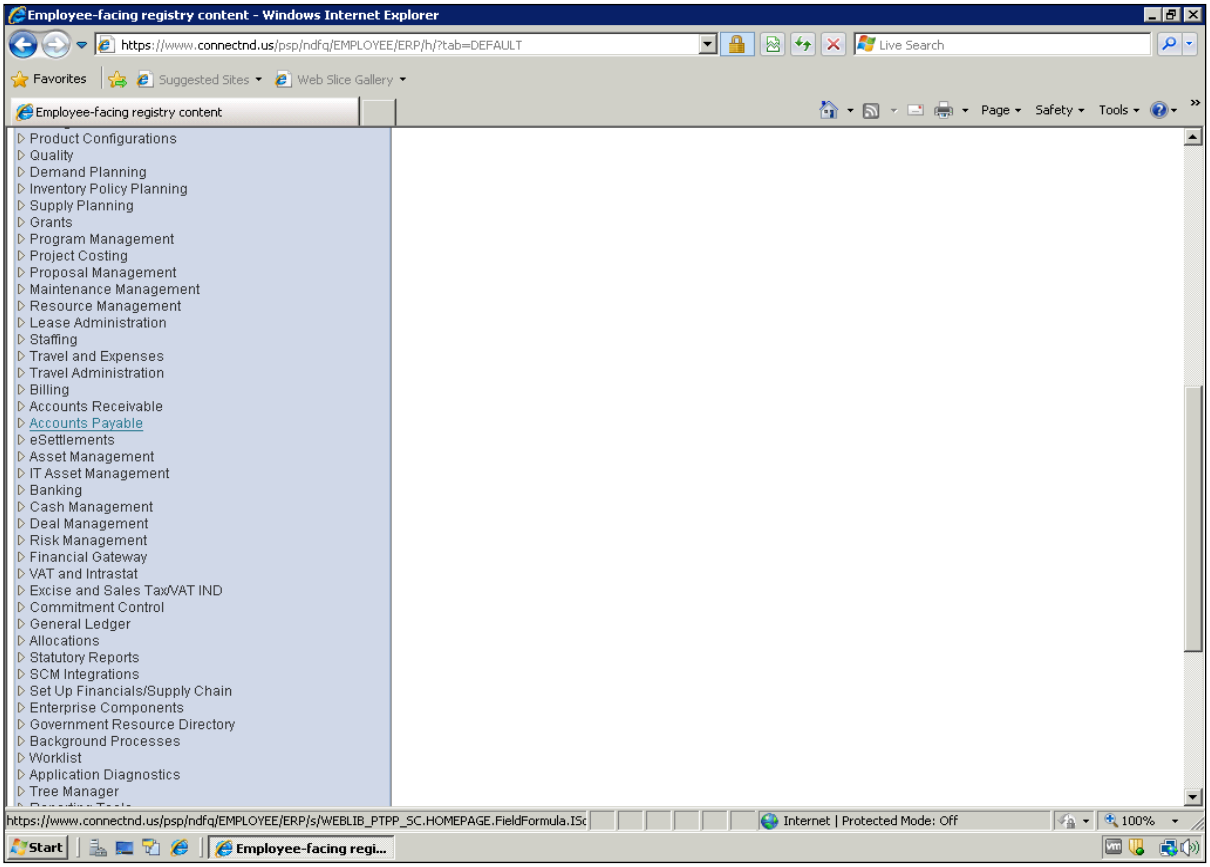
Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry

Billings from other agencies generated through the InterDepartmental (IDB) system create vouchers in Accounts Payable with an Entry Status of Recycle. The vouchers must have valid chartfield information entered before they can be budget checked/approved. The Payment Method is Giro/EFT.

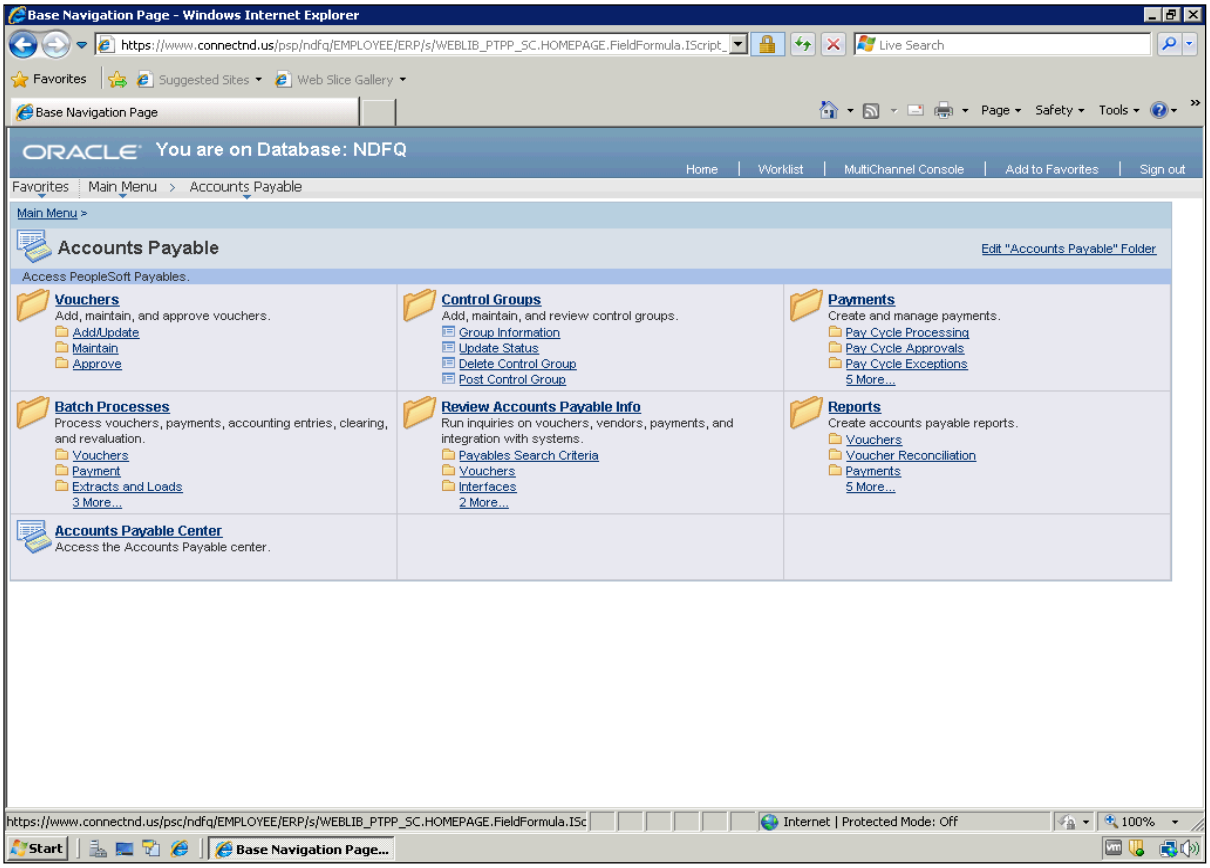
Procedure

This topic shows how to pay an InterDepartmental Billing/IDB Voucher.

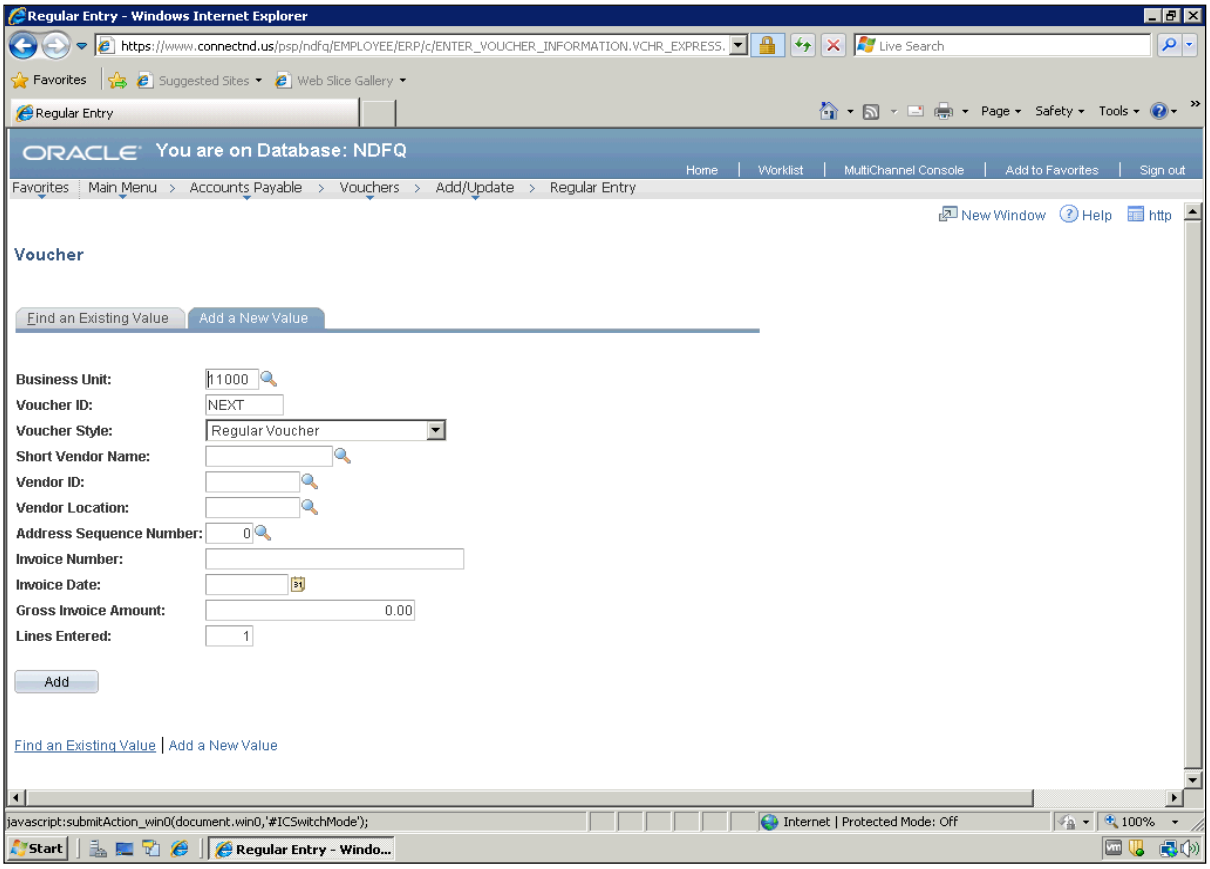
IDB's are billings created by another agency to be paid electronically through Accounts Payable. These payments are generated electronically and are accessed through the Recycle Status.

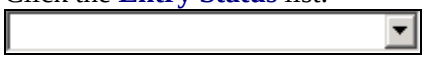


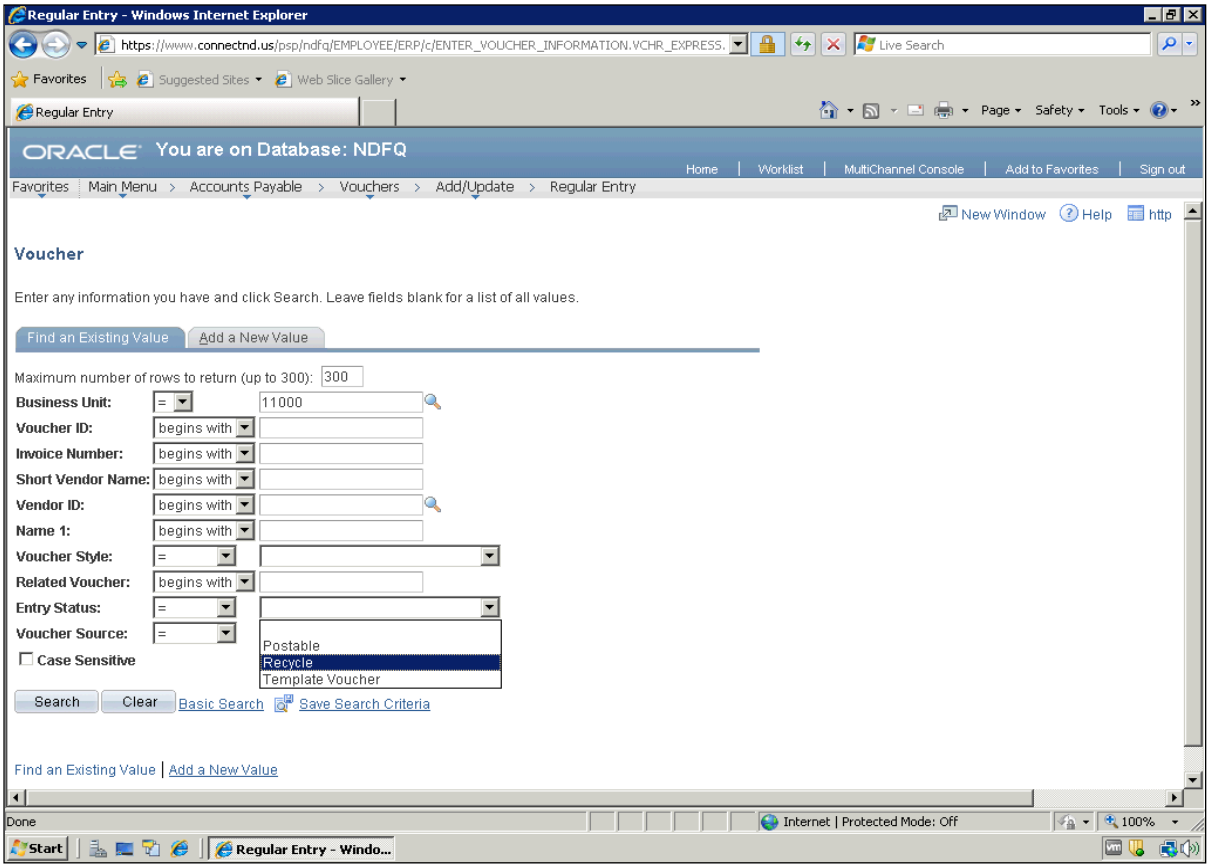
Step	Action
1.	Click the **Accounts Payable** link. ▷ Accounts Payable



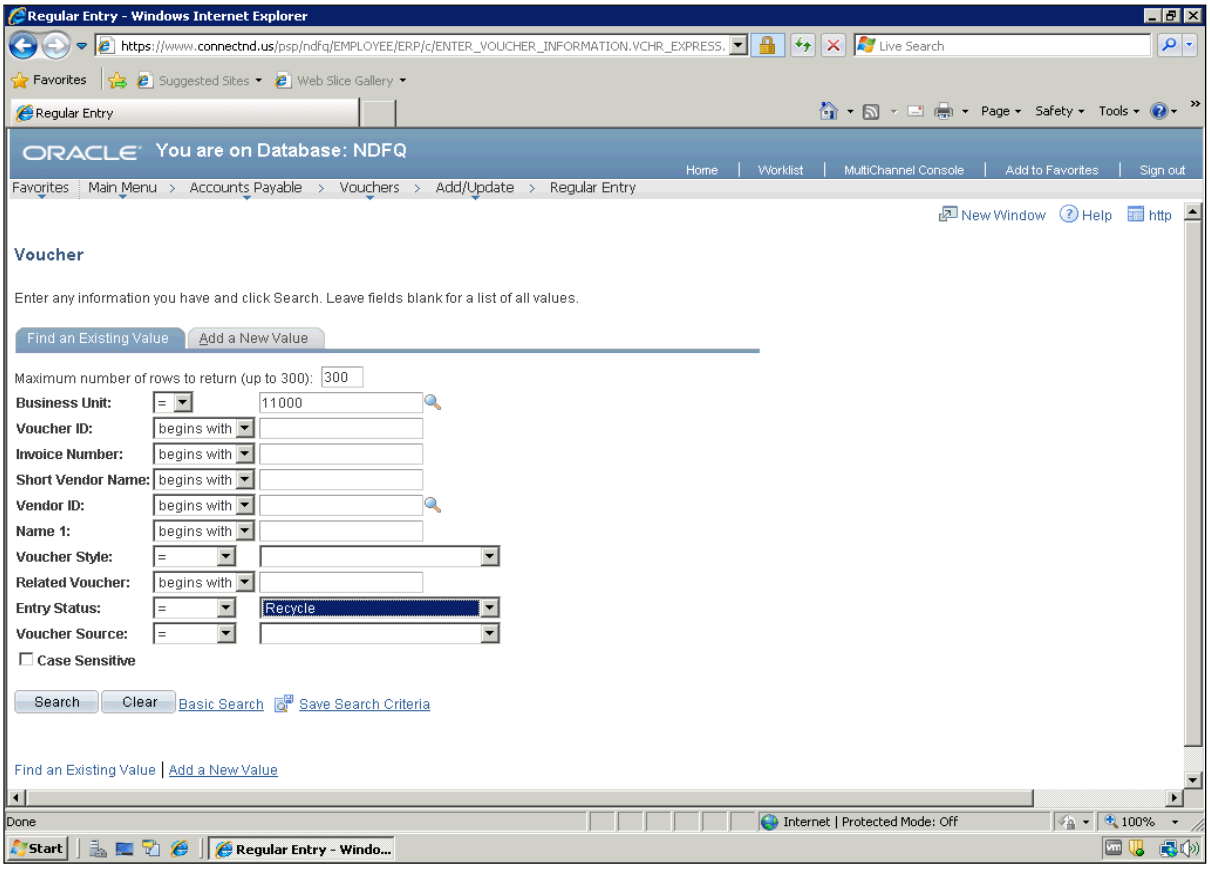
Step	Action
2.	Click the **Vouchers** link. Vouchers
3.	Click the **Add/Update** link. Add/Update
4.	Click the **Regular Entry** link. Regular Entry



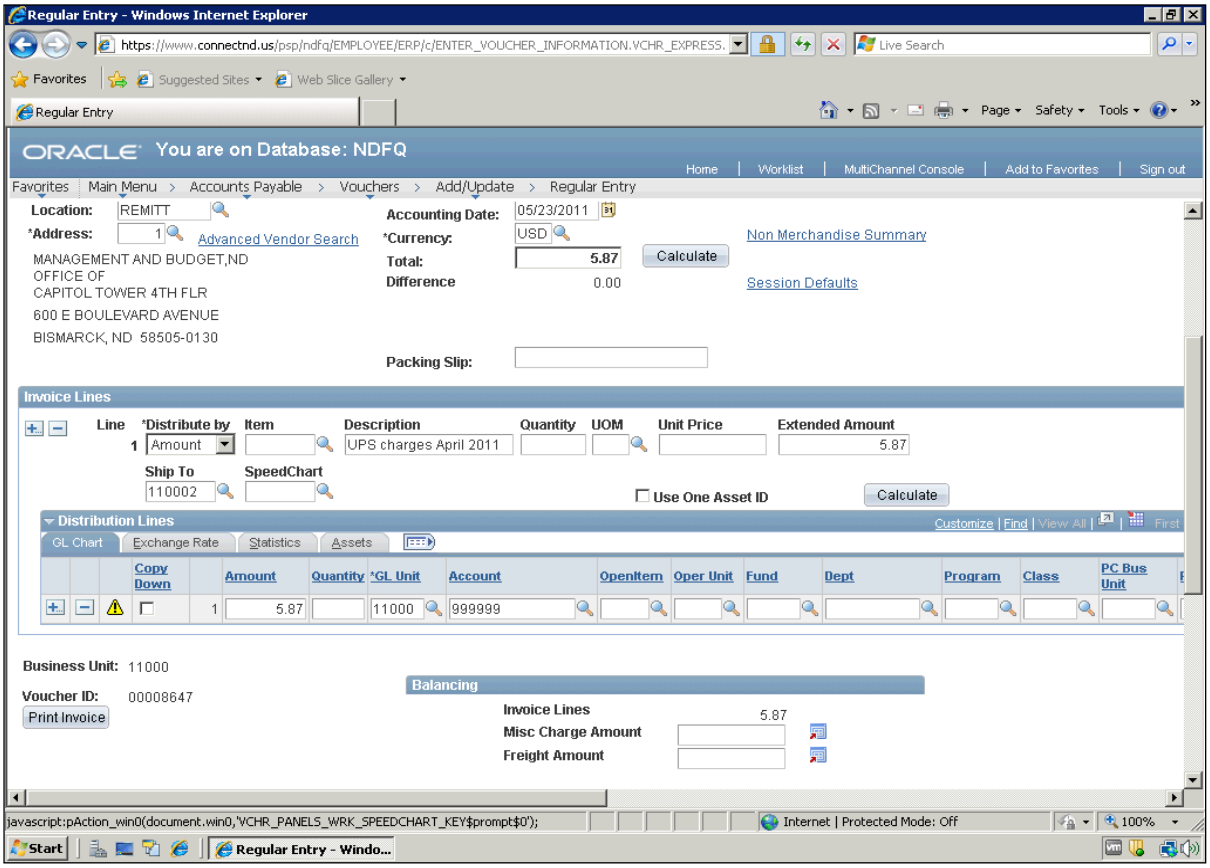
Step	Action
5.	Click the **Find an Existing Value** tab.
6.	Click the **Entry Status** list. 



Step	Action
7.	Click the **Recycle** list item. Recycle



Step	Action
8.	Click the **Search** button. Search
9.	The voucher is generated by an Account of 999999, which is an invalid chartfield value. The Distribution Lines must be manually coded or a SpeedChart can be used for predefined coding.



Step	Action
10.	Click the **Look up SpeedChart (Alt+5)** button.
11.	Enter the desired information into the **Account** field. Enter "**611005**". **Note:** This SpeedChart didn't have the Account specified, so the appropriate code must be manually entered.
12.	Click the **Save** button.
13.	**Note:** After the voucher is saved, it must be submitted for Initial and Final Approval. ST 4.1.6 - Submitting a Voucher for Initial Approval ST 4.1.7 - Final Approval of Voucher.
14.	This topic showed how to pay an InterDepartmental Billing/IDB Voucher. **End of Procedure.**

ST 4.1.5 - Errors in AP Voucher

Errors in AP Voucher

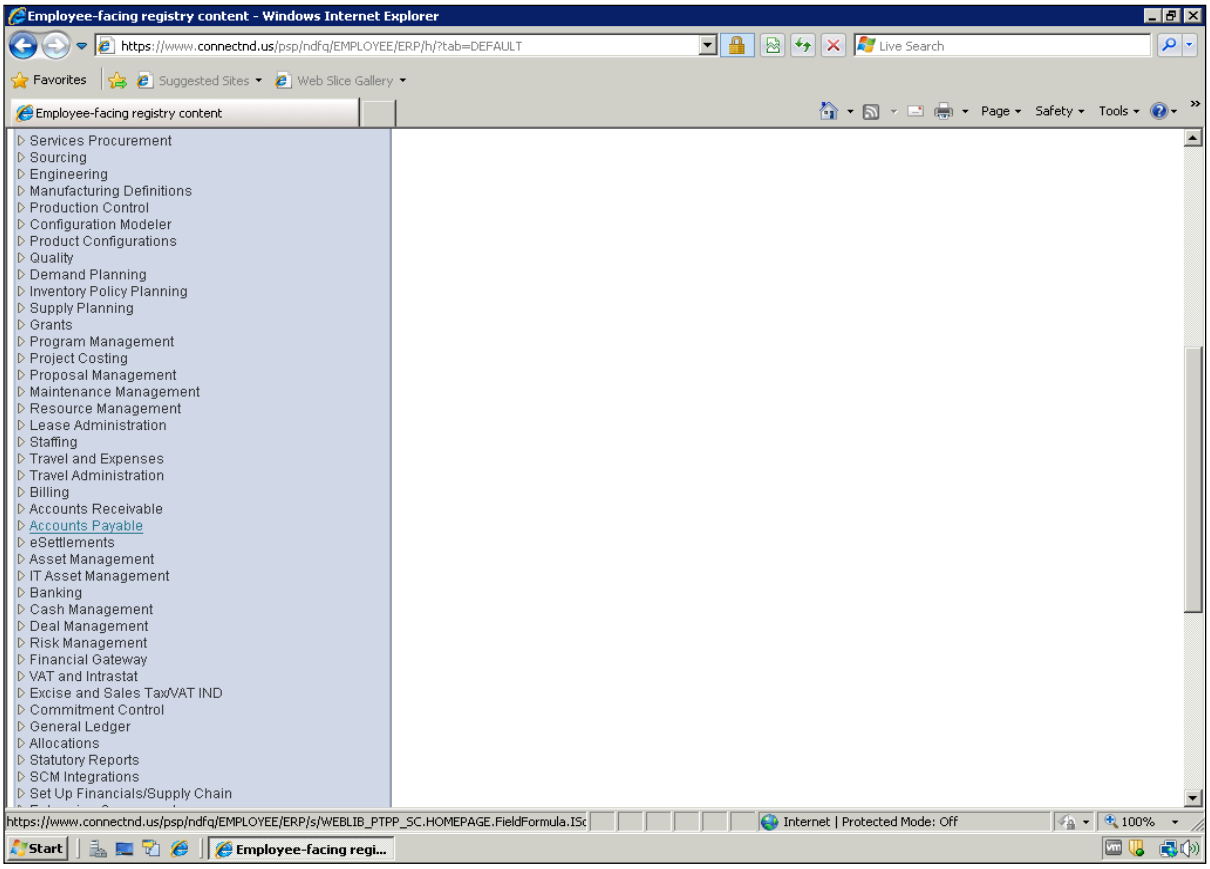
Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry

Errors in a voucher will prevent it from posting. Some common errors include:

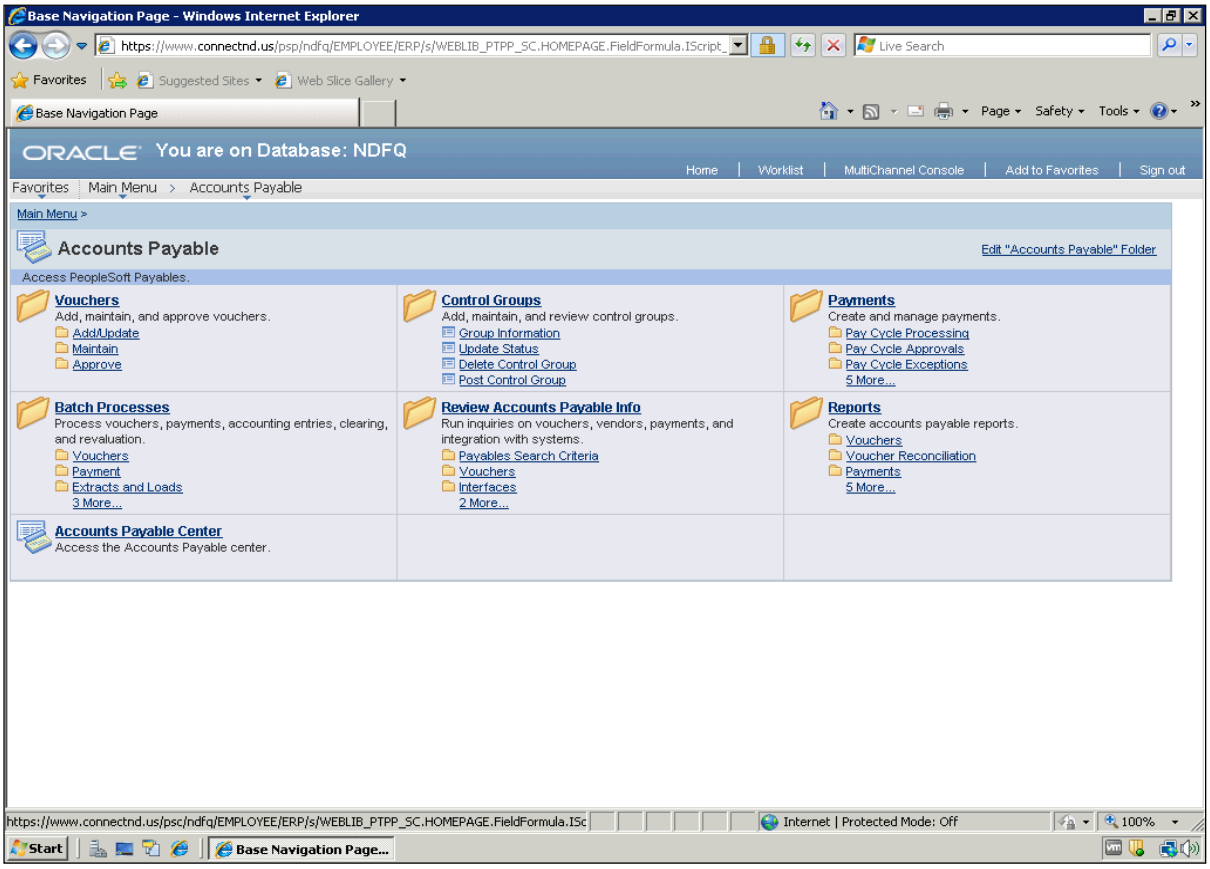
- Missing chartfields (Account, Fund, Dept ID, Oper Unit, and/or Class)
- Budget Error
- Inactive Vendor
- Inactive Address or Location
- Incorrect 1099 Withholding

Procedure

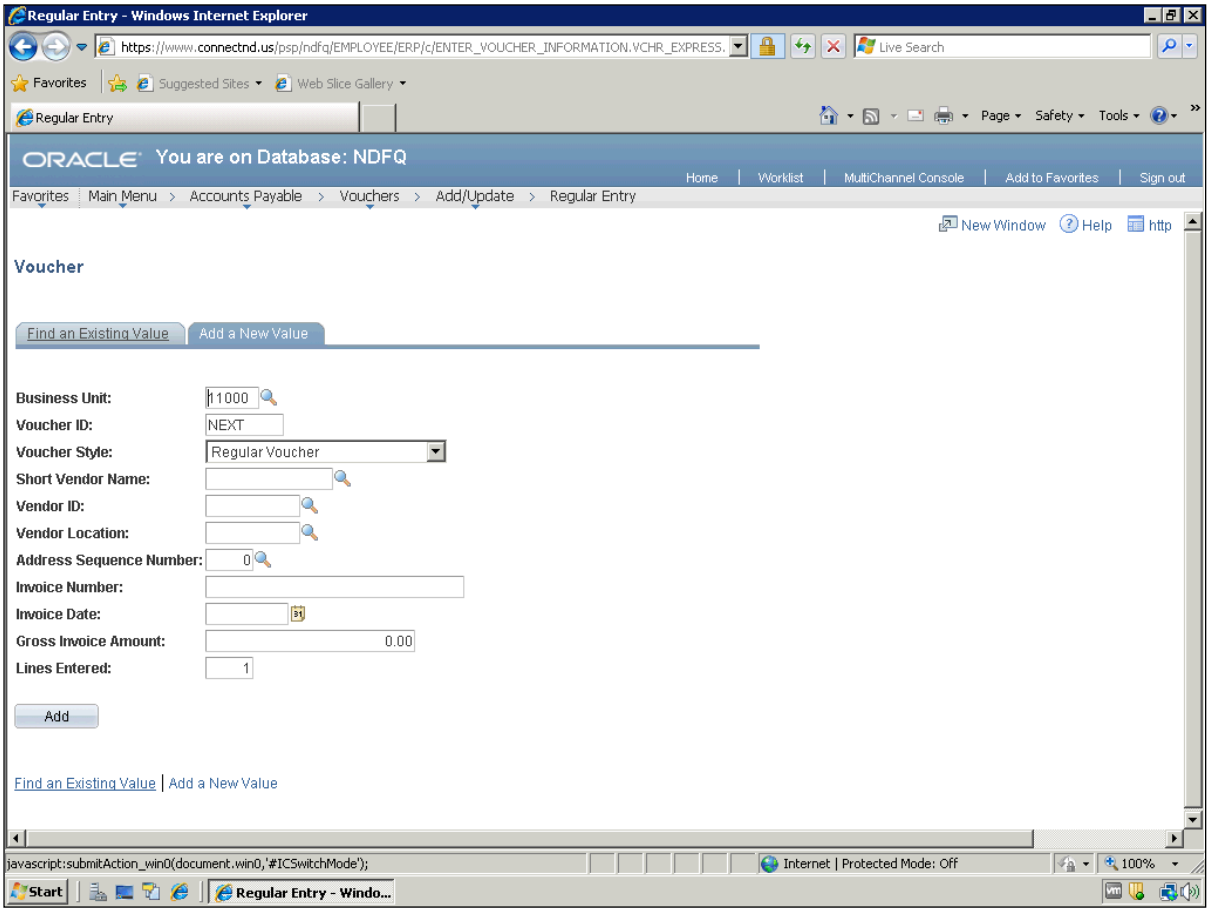
This topic discusses Chartfield Errors in an AP Voucher.



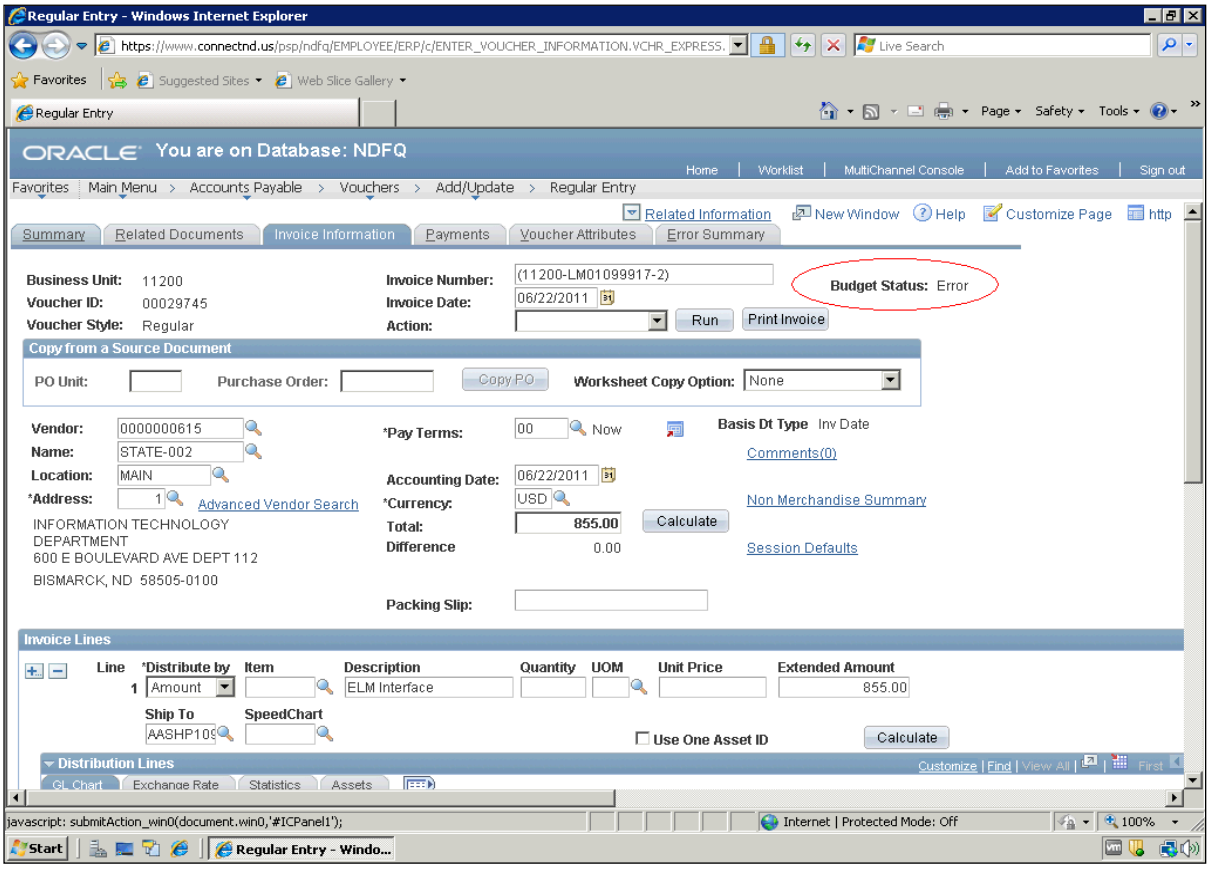
Step	Action
1.	Click the **Accounts Payable** link. ▷ Accounts Payable



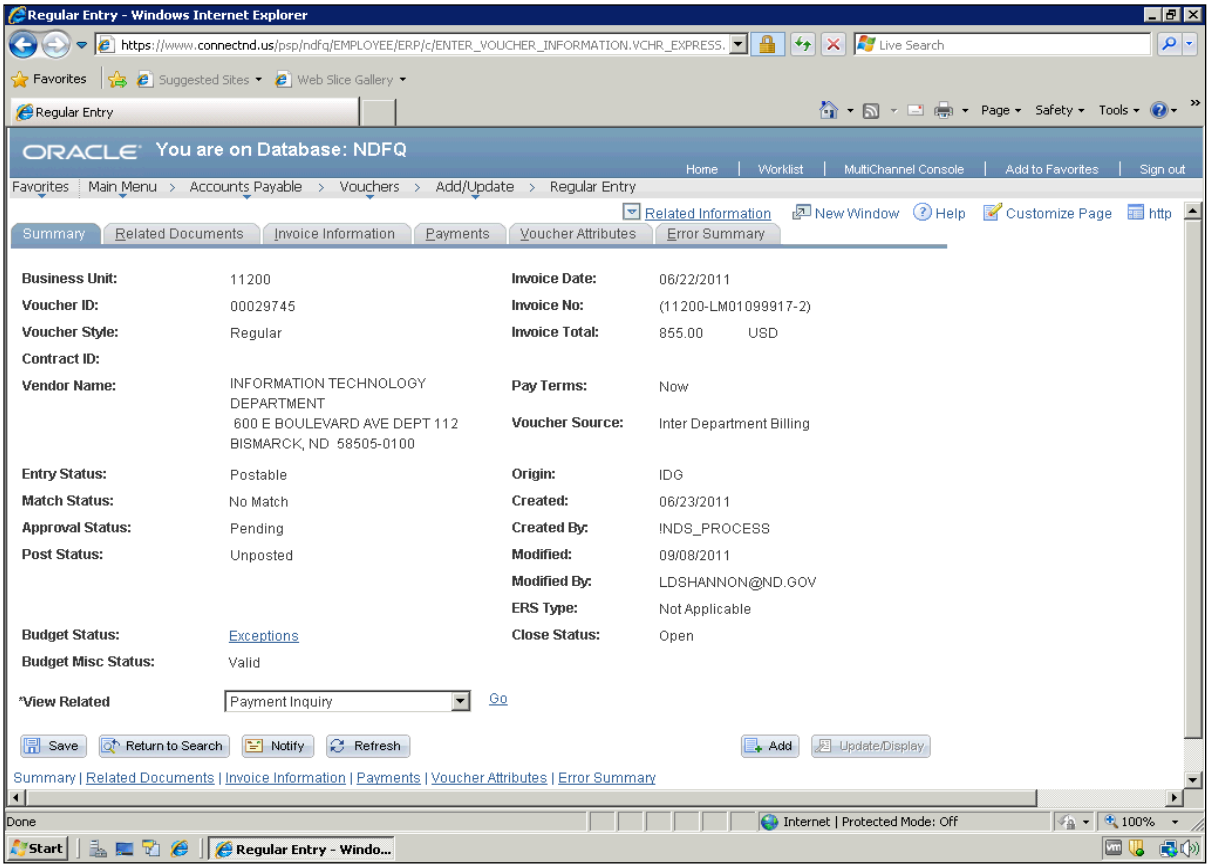
Step	Action
2.	Click the **Vouchers** link. Vouchers
3.	Click the **Add/Update** link. Add/Update
4.	Click the **Regular Entry** link. Regular Entry



Step	Action
5.	Click the **Find an Existing Value** tab.
6.	When saving a voucher, if there are missing required chartfields, the Budget Checking Errors message box will appear.



Step	Action
7.	Click the **Summary** tab. Summary



Step	Action
8.	Click the **Exceptions** object. Exceptions
9.	The Exception message opens a new window and displays "Required key CF is blank", which means a required chartfield is missing (Operating Unit, Class, Dept ID, Account). Close the Voucher Exception window and click the Invoice Lines tab to correct the error.
10.	Other voucher errors may include an Inactive Vendor, Location or Address. Contact Vendor Registry for Vendor related issues.
11.	An Inactive Location will prevent a voucher from creating a payment. **Note:** If a Location is Active, there may be a problem with the Effective Date being set up after the Invoice Date.

Step	Action
12.	An Inactive Address will prevent a voucher from creating a payment. **Note:** If an Address is Active, there may be a problem with the Effective Date being set up after the Invoice Date.
13.	The voucher may have a withholding error whereas 1099 reporting was indicated; however, the information may not be set up.
14.	This topic discusses Chartfield Errors in an AP Voucher. **End of Procedure.**

ST 4.1.6 - Submitting Voucher for Initial Approval

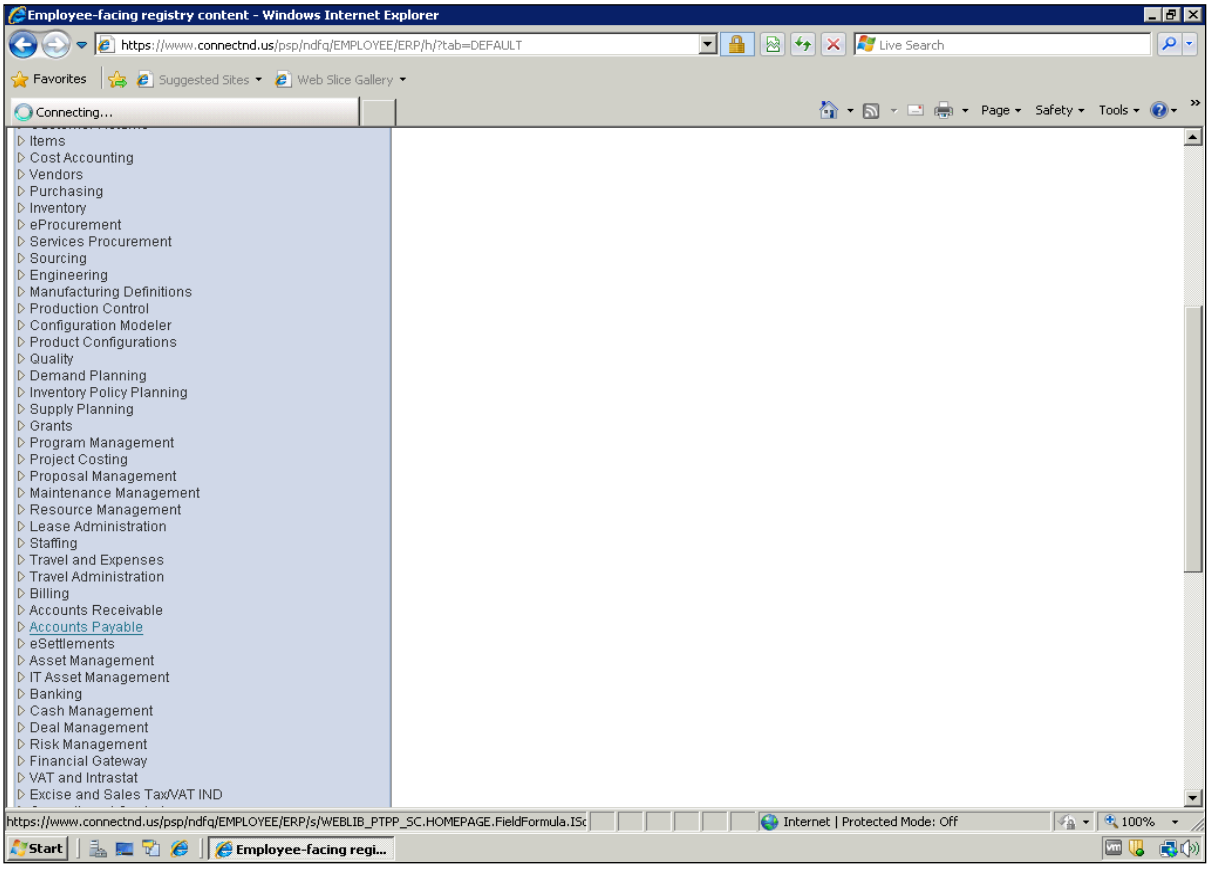
Submitting Voucher for Initial Approval

Navigation: Accounts Payable > Vouchers > Approve > Approve Voucher

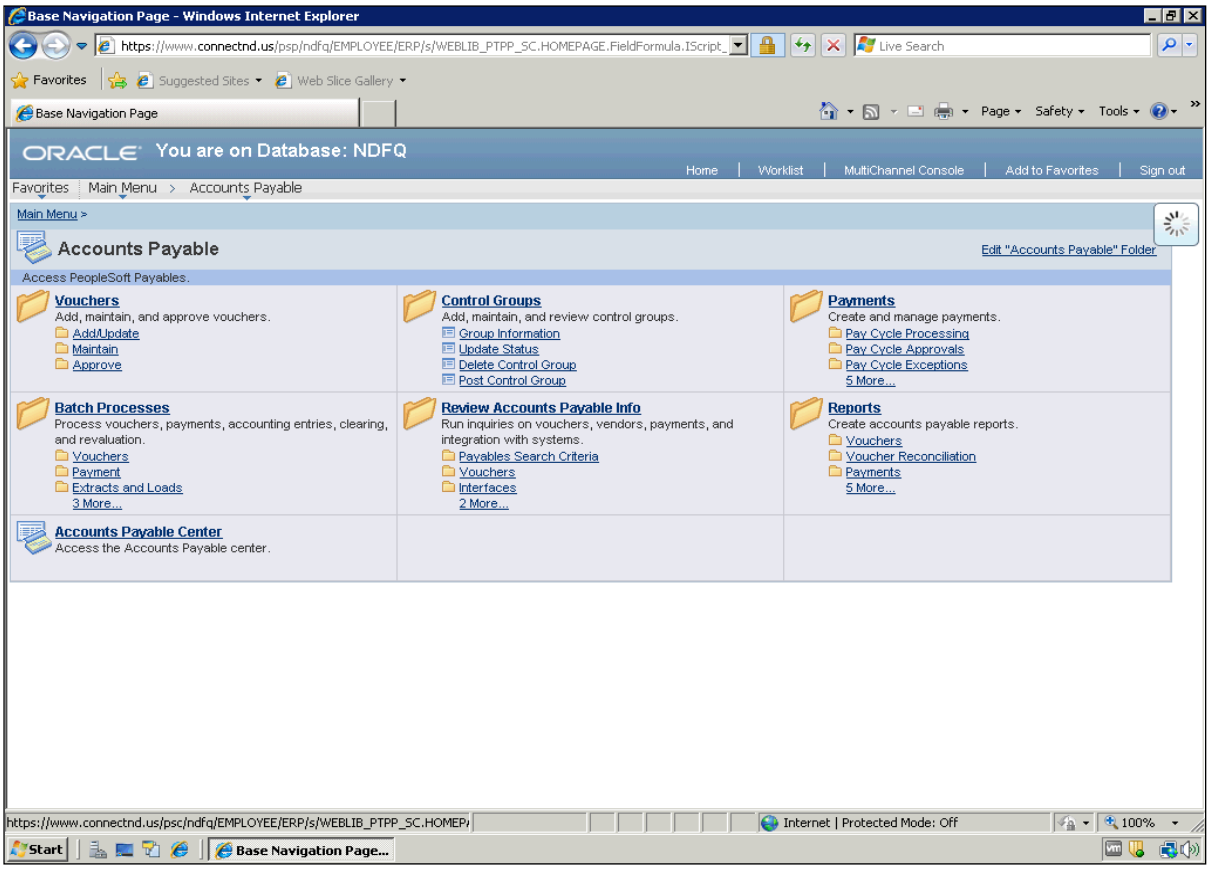
After vouchers are created, they must be initially approved and submitted for final approval.

Procedure

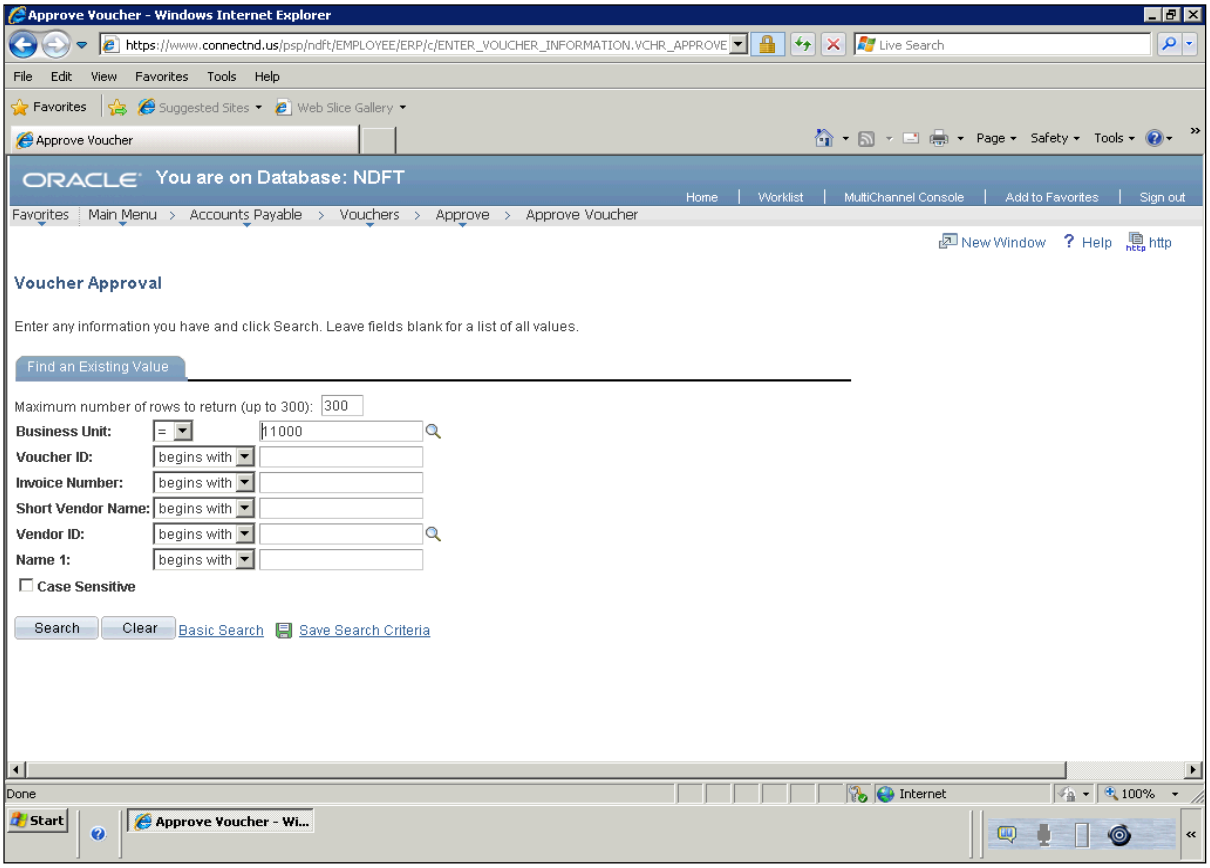
This topic shows how to Submit a Voucher for Initial Approval.



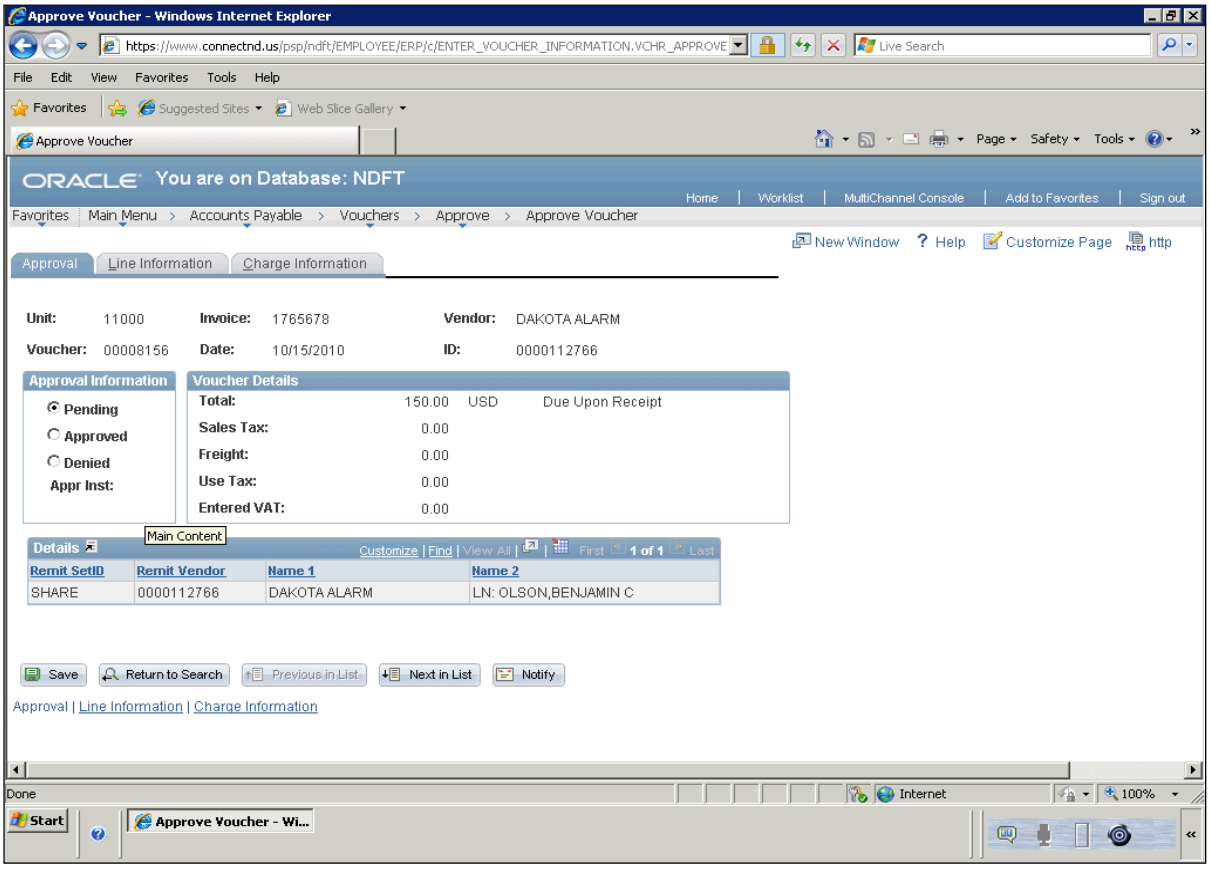
Step	Action
1.	Click the **Accounts Payable** link. ▷ Accounts Payable



Step	Action
2.	Click the **Vouchers** link. Vouchers
3.	Click the **Approve** link. Approve
4.	Click the **Approve Voucher** link. Approve Voucher



Step	Action
5.	Click the **Search** button. Search
6.	Click the **00008156** link. 00008156



Step	Action
7.	Click the **Approved** option. Approved
8.	Click the **Save** button. Save
9.	Once the Initial Approver has clicked Save, an Approval Instance number is assigned to the voucher.
10.	This topic showed how to Submit a Voucher for Initial Approval. **End of Procedure.**

ST 4.1.7 - Final Approval of Voucher

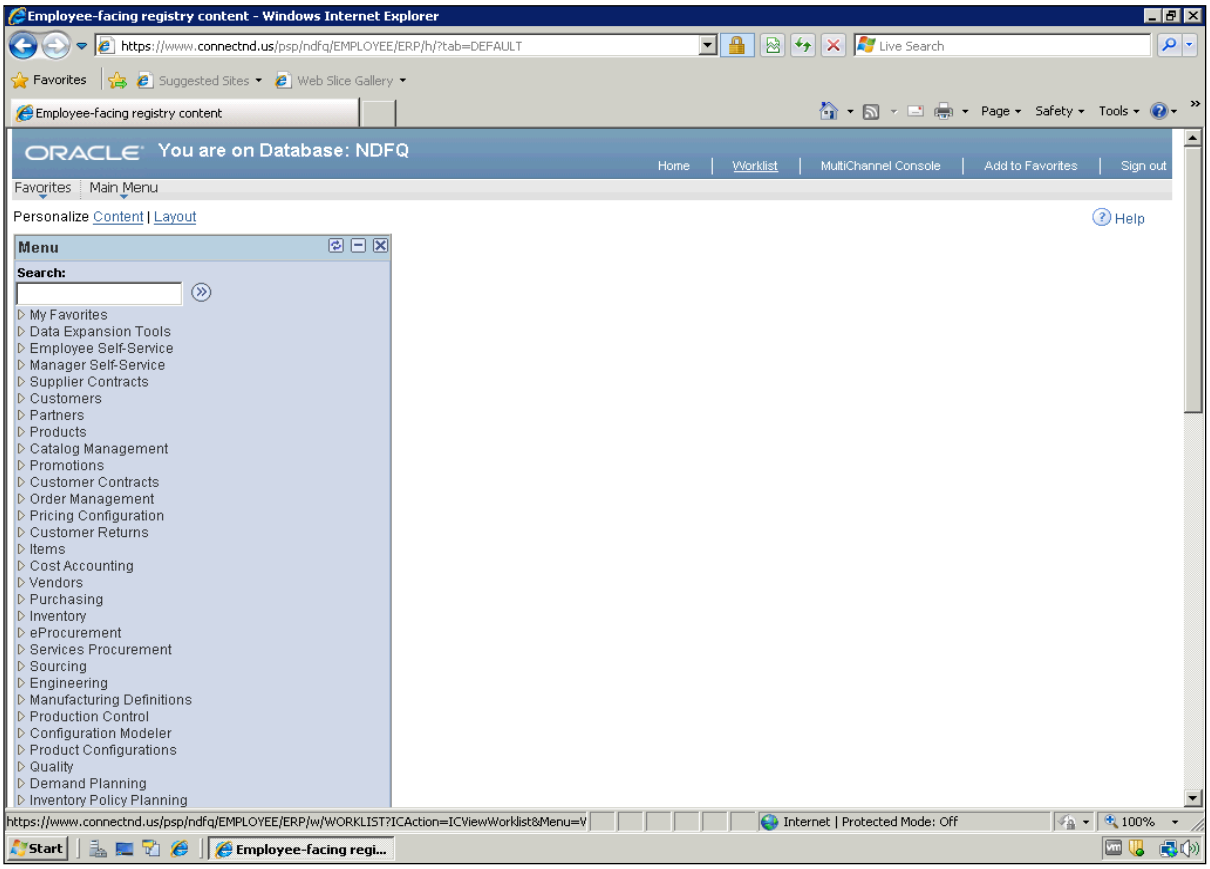
Final Approval of Voucher

Navigation: Accounts Payable > Vouchers > Approve > Approve Voucher

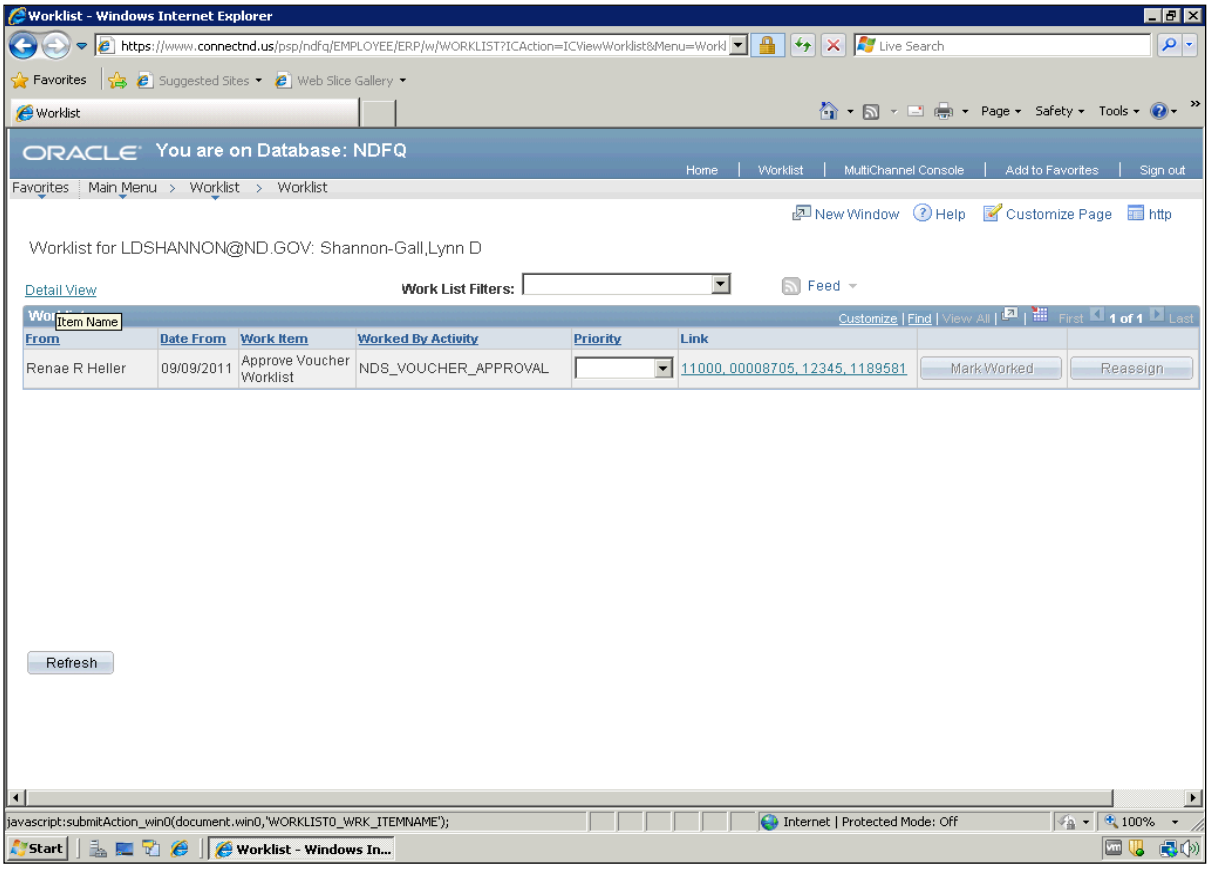
Vouchers must be final approved and budget checked before they post to PeopleSoft.

Procedure

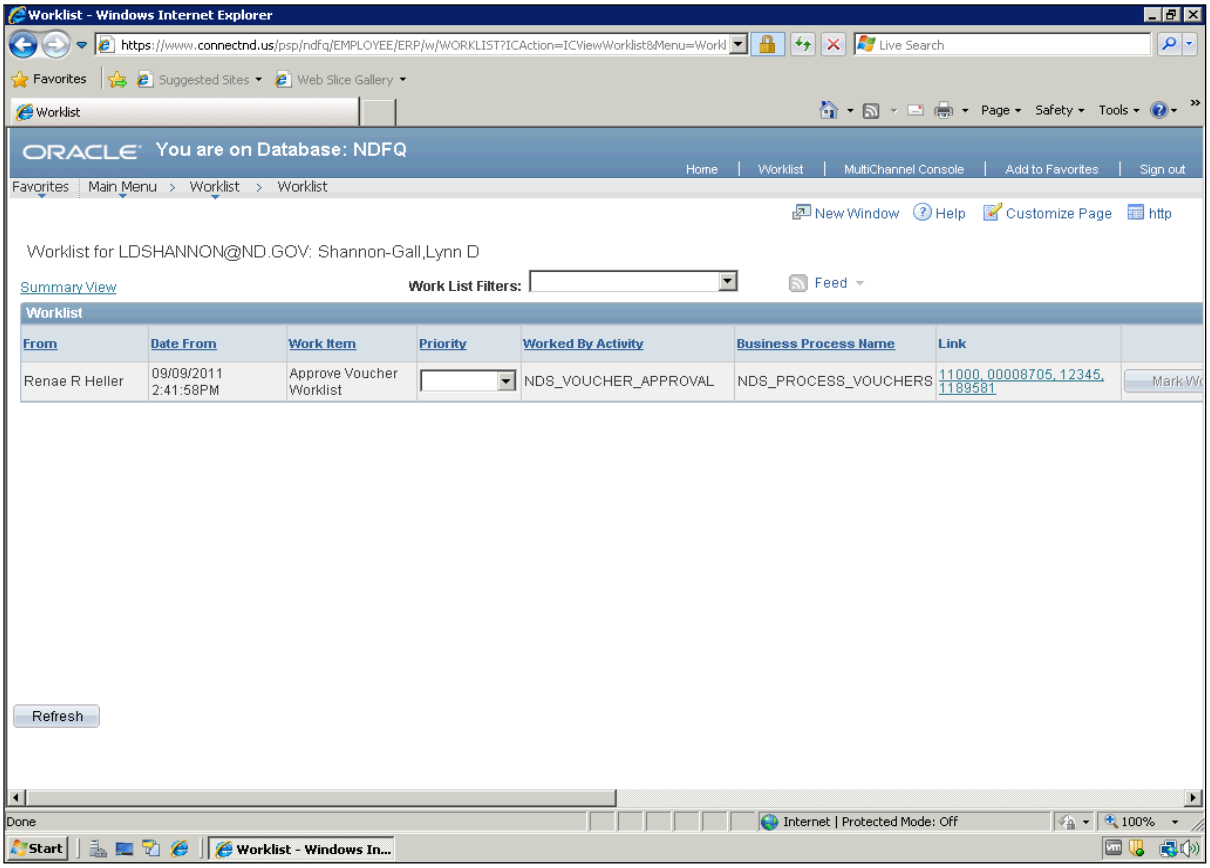
This topic shows how to Final Approve a Voucher.



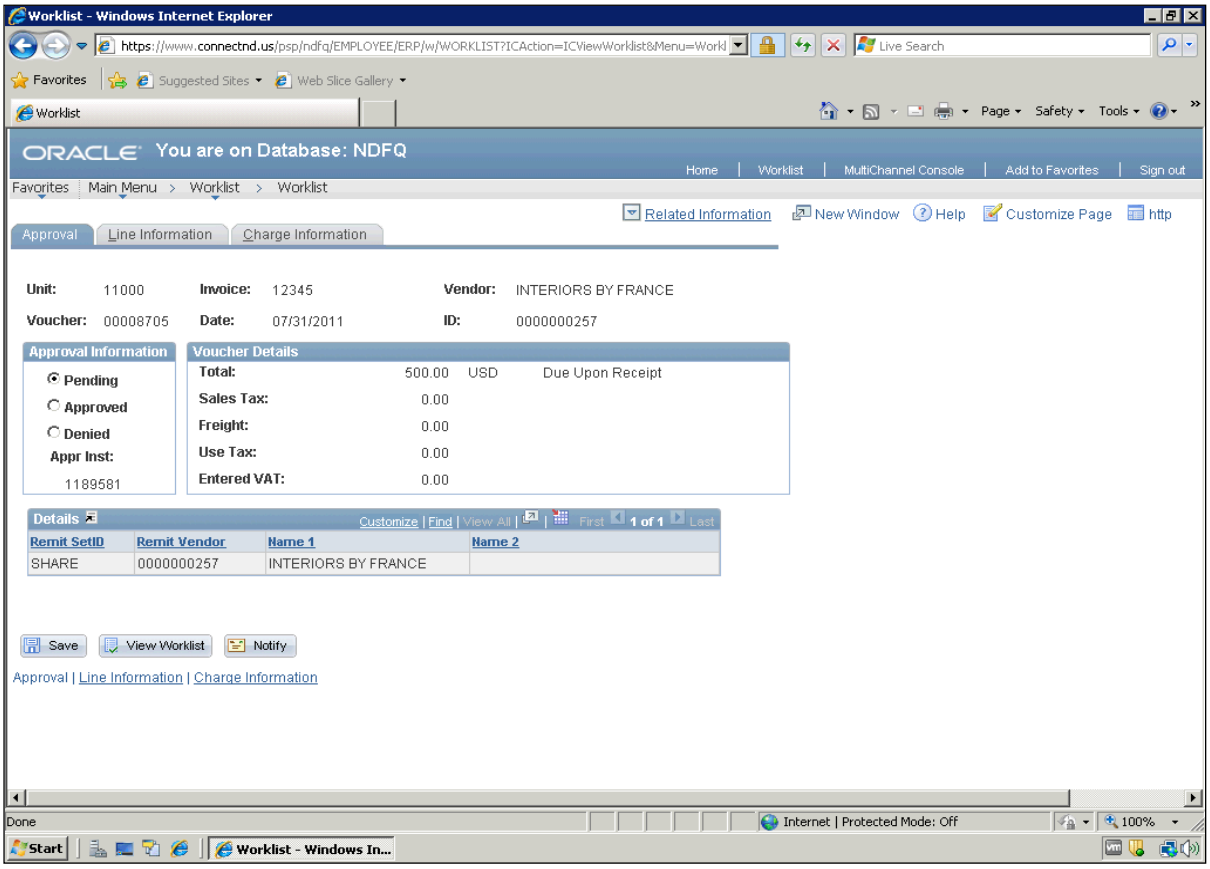
Step	Action
1.	Click the **Worklist** link. Worklist



Step	Action
2.	Click the **Detail View** link. Detail View
3.	Click the Summary View link to access/review the voucher distribution lines.



Step	Action
4.	Click the Voucher Approval link. 11000, 00008705, 12345, 1189581



Step	Action
5.	Click the **Approved** option. Approved
6.	Click the **Save** button. Save
7.	The voucher will only show up one time on the final approver's worklist. If any changes were made on the voucher after it was final approved, the voucher will need to be re-final approved again through the main menu (Accounts Payable > Vouchers > Approve).
8.	This topic showed how to Final Approve a Voucher. **End of Procedure.**

ST 4.1.8 - PO Vouchers

4.1.8 Entering PO Vouchers

Accounts Payable > Vouchers > Journal Entry > Add/Update > Regular Entry

PO vouchers are entered by accounts payable users, but they require communication between the Purchasing and Finance departments of an agency. If an agency has good interaction between these two offices, the use of PO vouchers will help the Purchasing staff in POs correctly, releasing encumbrances, and tracking throughout the procure-to-pay cycle.

The following exercise will walk you through the various options available for entering and modifying PO vouchers.

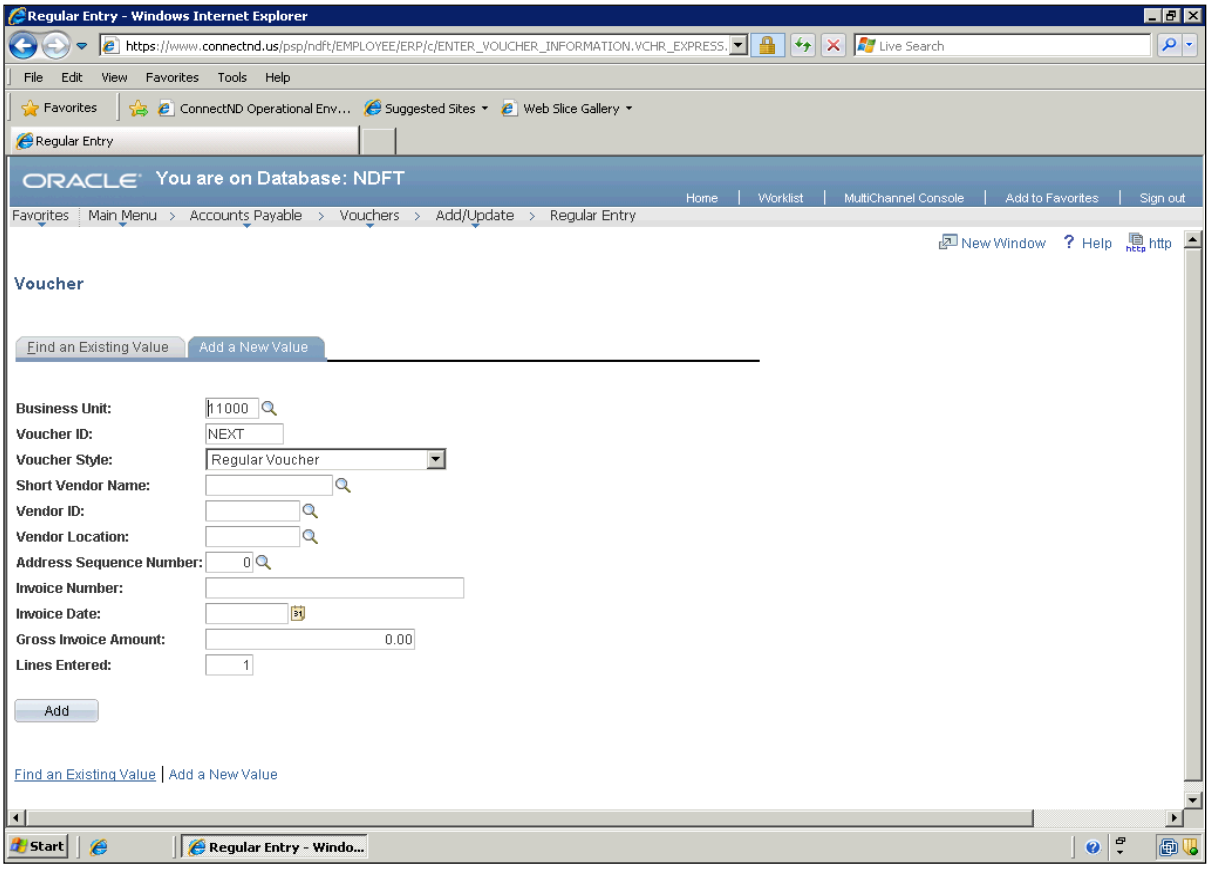
A checklist is also available on this topic at: (http://www.nd.gov/vr/purchmod/docs/po-vouchers.pdf).

Created: 10/15/2010
Revised:

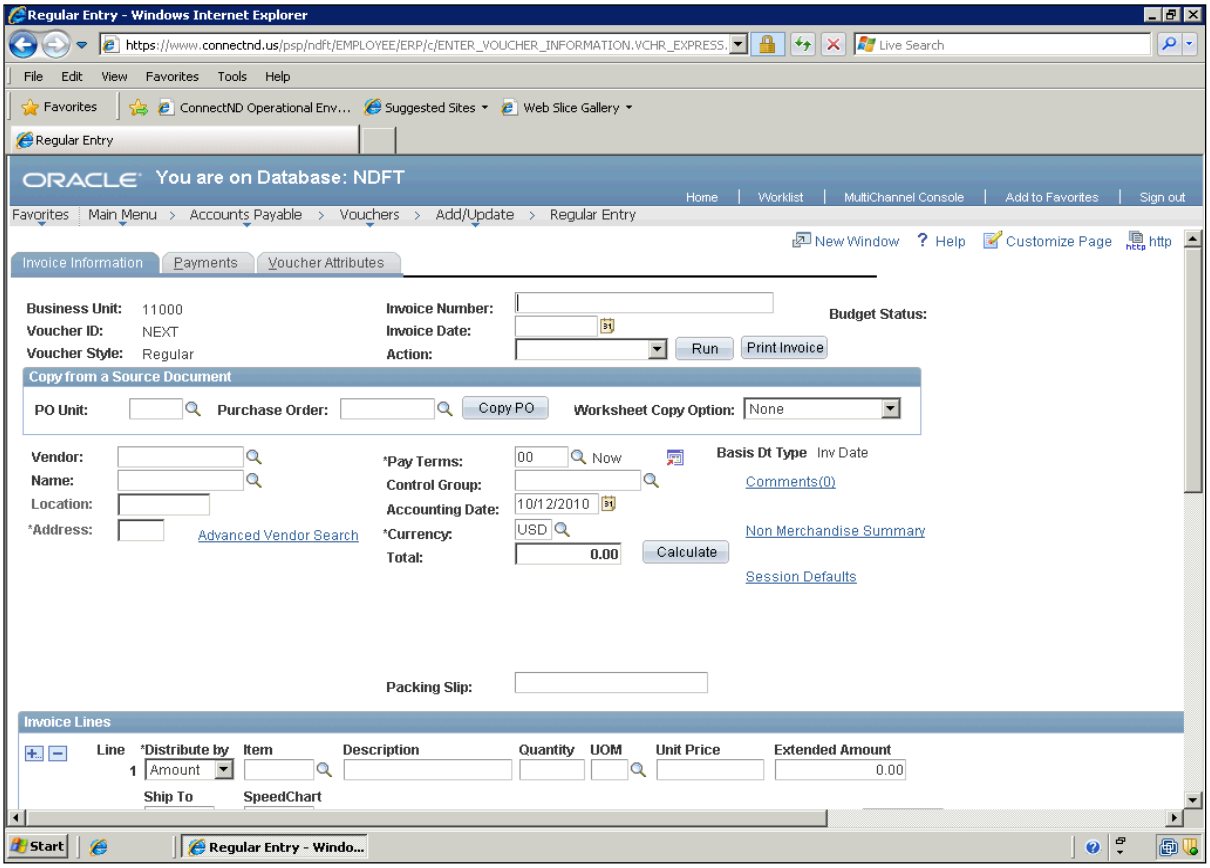
Procedure

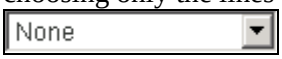
PO vouchers work by pulling in a purchase order or receipt into a voucher. This cuts down on the entry time for the voucher preparer and ensures that all the information from the purchase order transfers correctly.

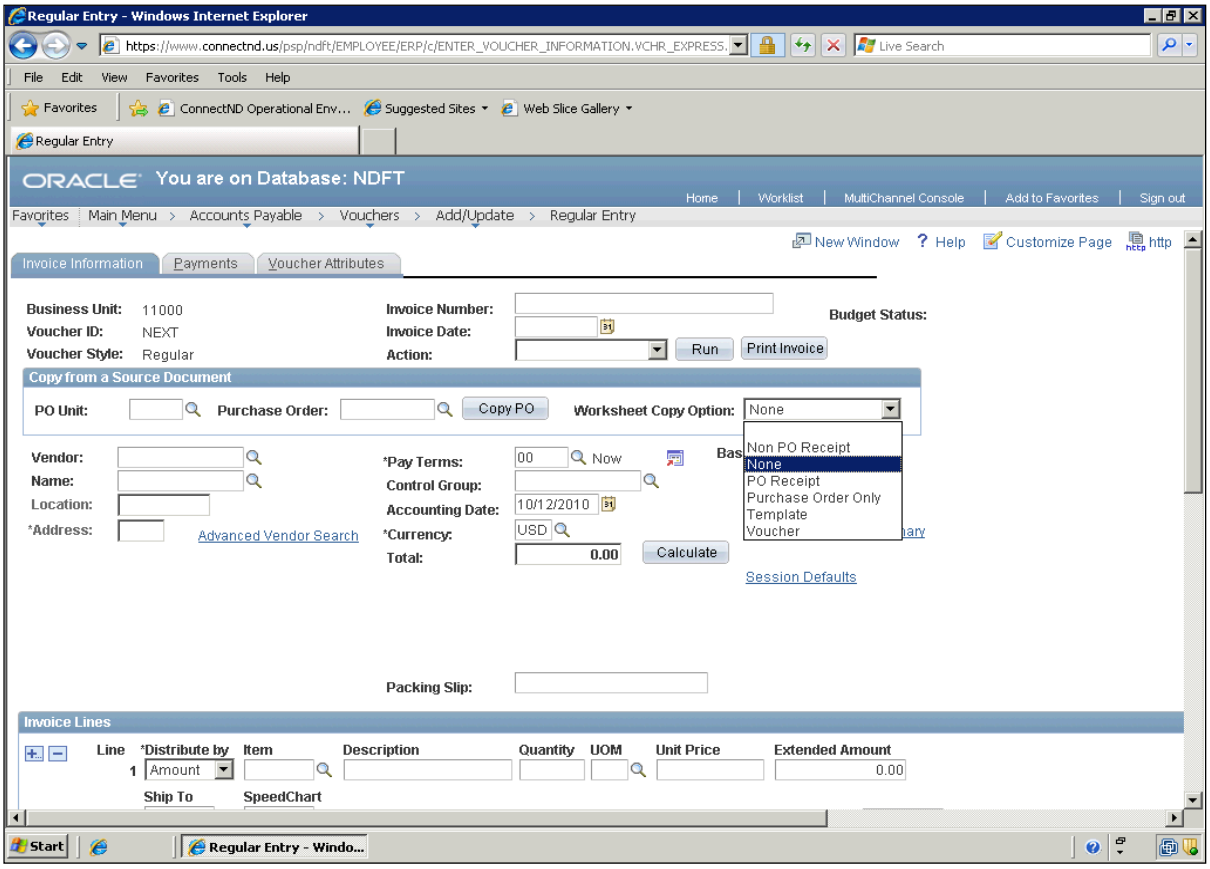
Using a PO voucher rather than a regular voucher releases the encumbrances created by the purchase order. By following these steps in creating a PO voucher, agencies will decrease the likelihood that a PO line item or entire purchase order will be paid more than once.



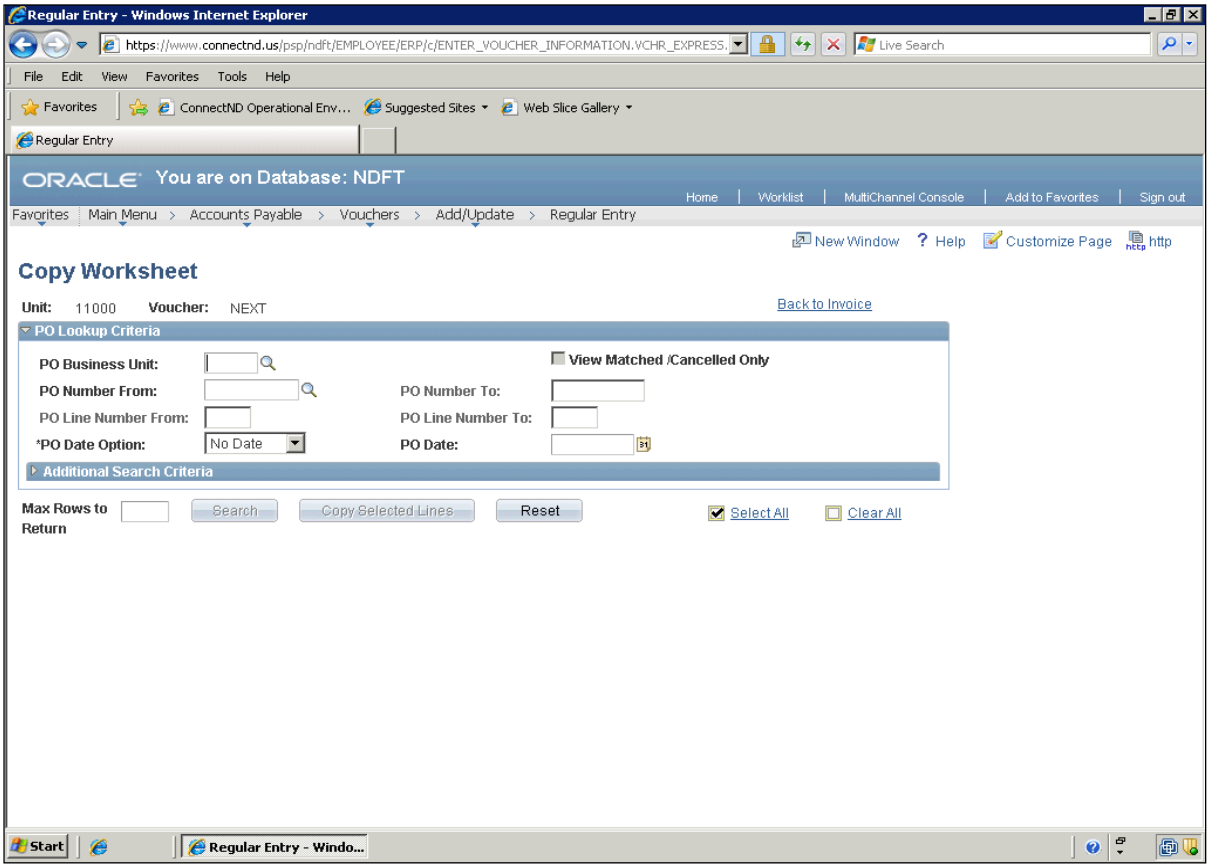
Step	Action
1.	Usually OMB encourages users to enter as much information as possible on this screen before clicking 'Add,' but PO vouchers are the exception. Click the **Add** button to begin. Add
2.	OMB's Vendor Registry office recommends that agencies do not use the **Copy from a Source Document** field to pull in purchase orders, although that process will work if you are paying off the entire PO. The following screens will show you a better way to bring in the PO.



Step	Action
3.	Using the **Worksheet Copy Option** list provides more options for picking and choosing only the lines to be paid in this voucher. Click the red box to advance. 

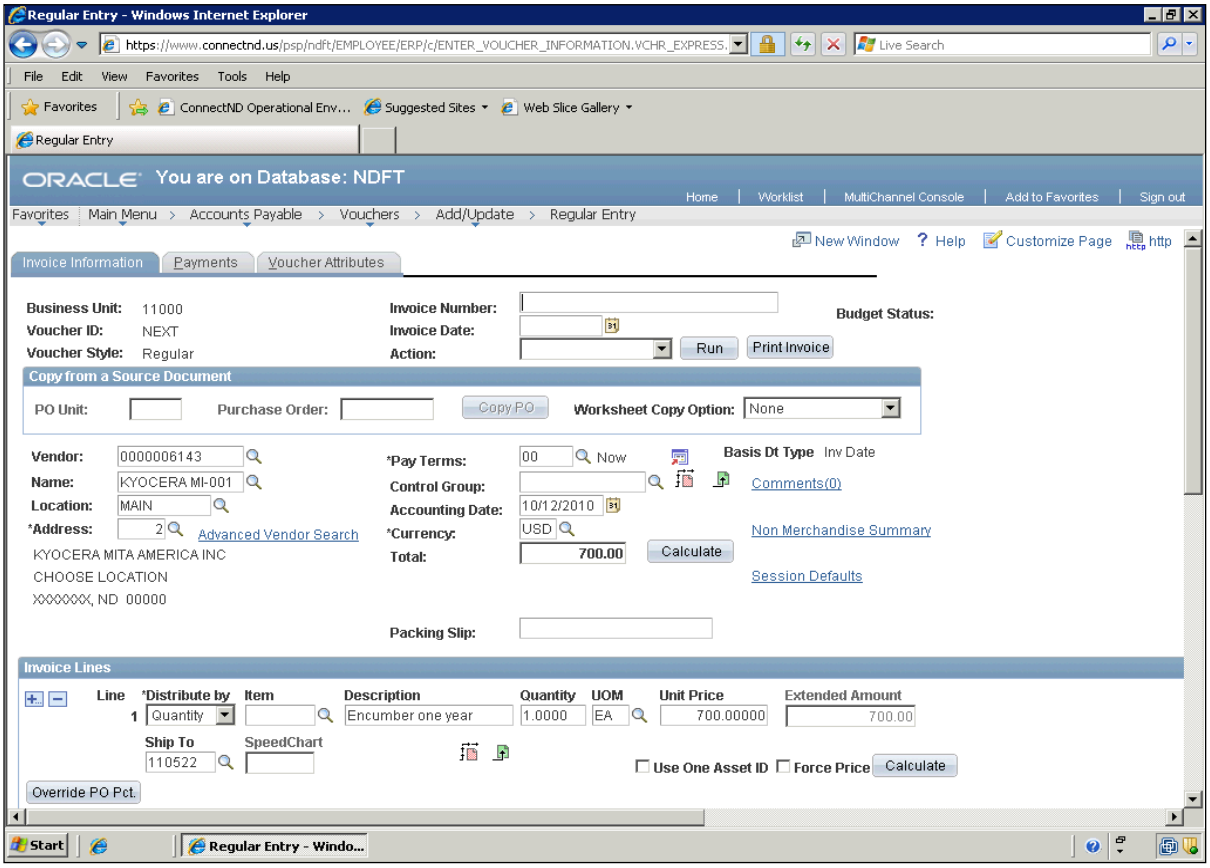


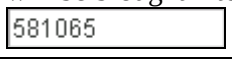
Step	Action
4.	You will need to select one of the dropdown items here. We will first show how to use the **Purchase Order Only** list item. Purchase Order Only



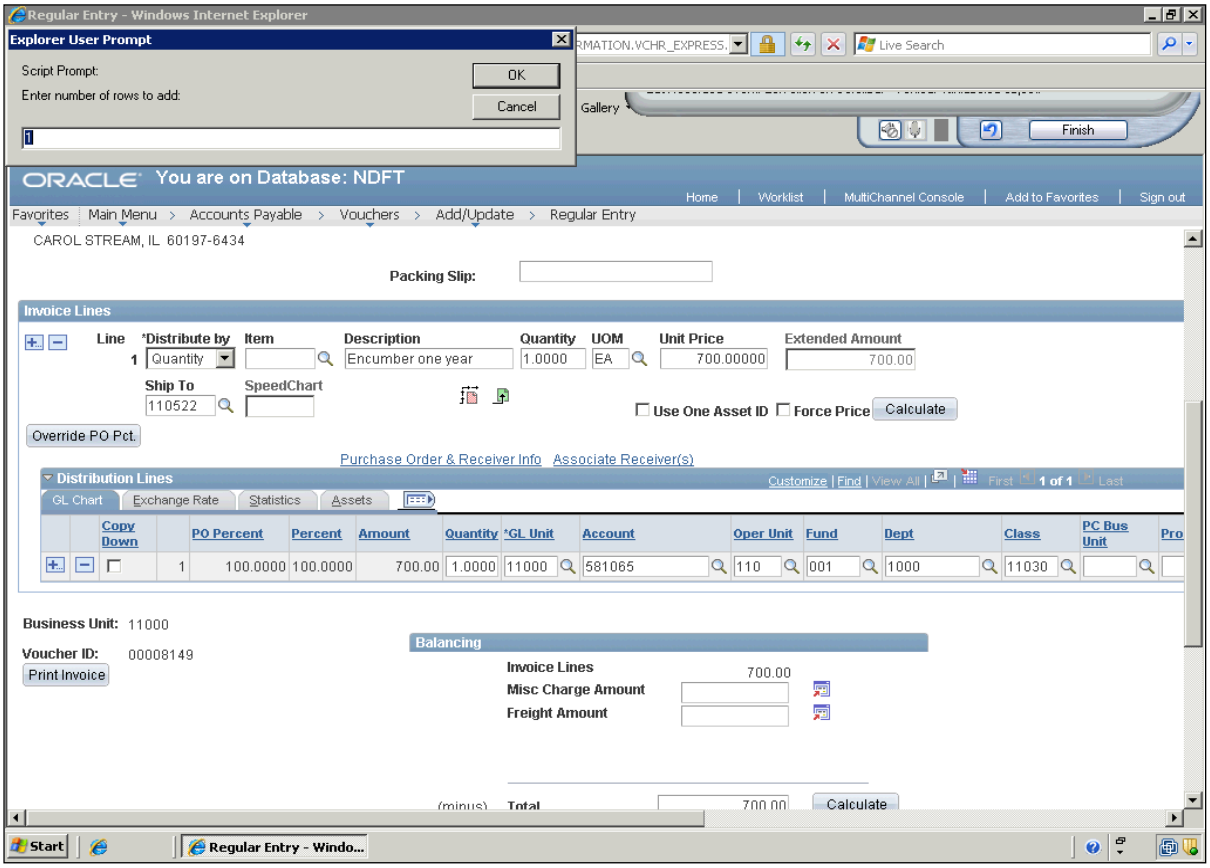
Step	Action
5.	A new screen will appear. Enter your business unit in the **PO Business Unit** field. Enter "**11000**" here.
6.	If you know the PO number, you can enter it directly into this field with the leading zeroes. Otherwise click the **Look up PO Number From (Alt+5)** button to find the PO you are to pay.
7.	Click the **0000000135** link for this exercise.
8.	Click the **Search** button to pull up the PO information below.
9.	See that the header says "**1 of 12**"? Click the **View All** link to see all 12 lines of this PO.
10.	Voucher users have the ability to select only the lines that match the invoice(s) they are paying. Click the **Select** option for this particular line.

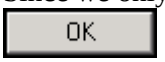
Step	Action
11.	Click the **Copy Selected Lines** button to bring it into the voucher screen. Copy Selected Lines

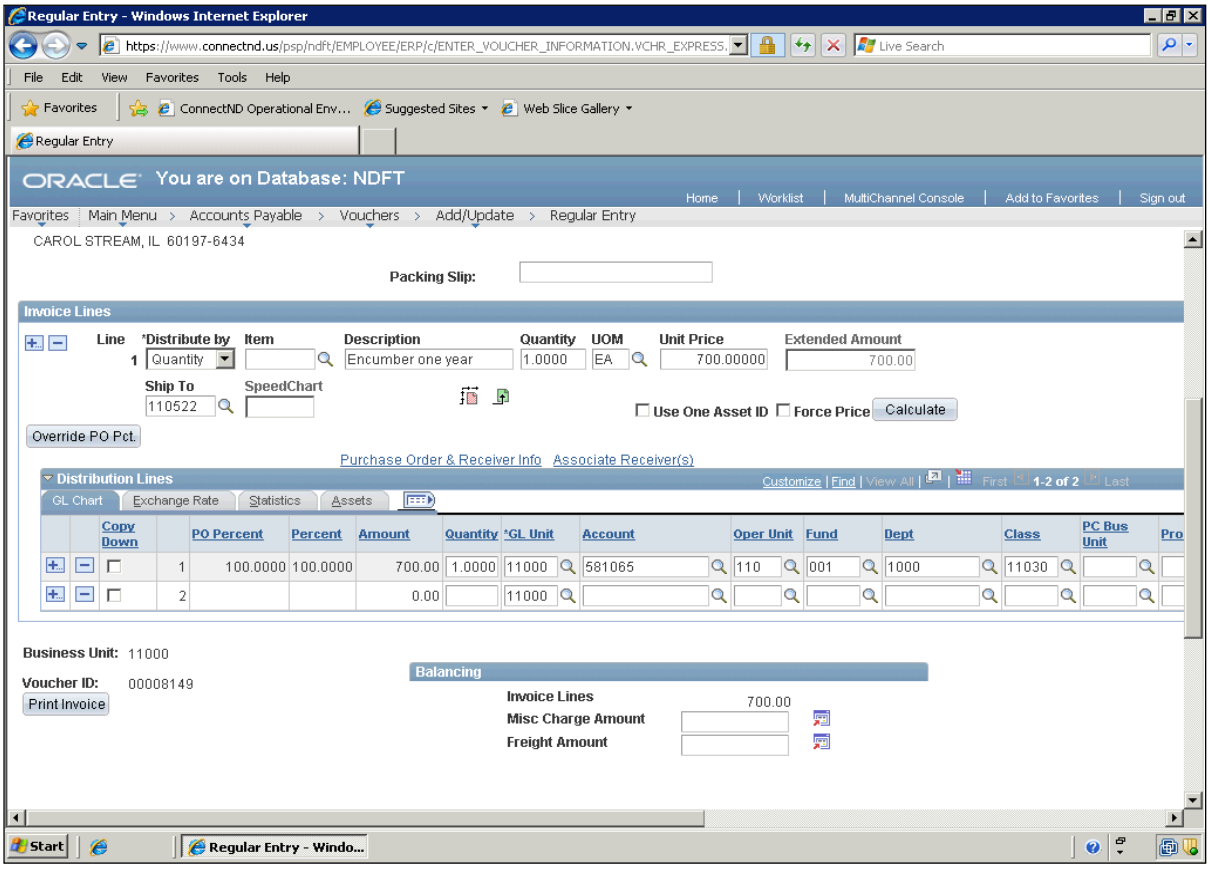


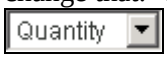
Step	Action
12.	Enter the **Invoice Number** as usual. Enter "**copy PO line**".
13.	Enter the **Invoice Date** of "**09202010**".
14.	Notice the address that appears for this vendor. You will need to change the address **by changing the location**. Click the **Look up Location (Alt+5)** button.
15.	Select the Location Description that fits the remittance address on your invoice. Click the **CAROL STREAM** link.
16.	Purchase Orders must have distribution information entered, and these same fields will be brought into the voucher for you. Click in the **Account** field to continue. 

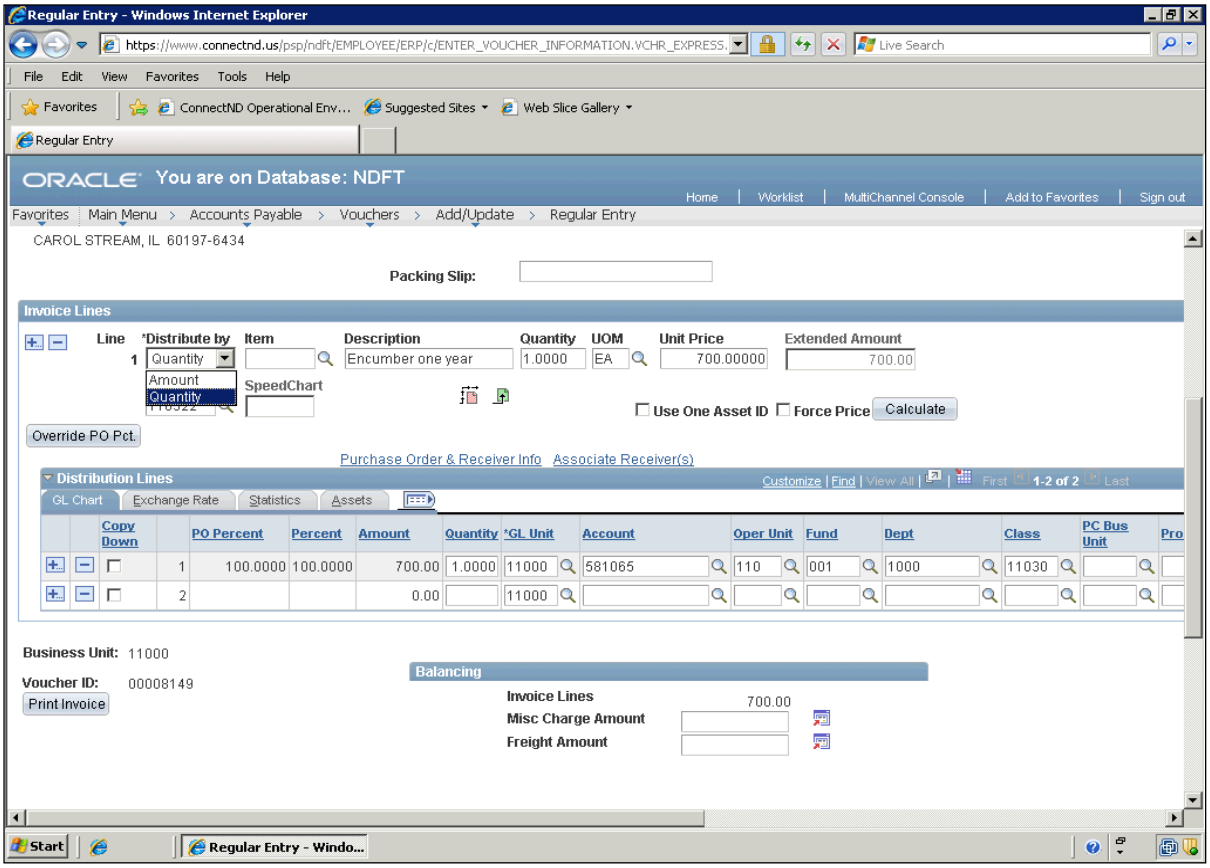
Step	Action
17.	Just because distribution data filled in from the PO, you can still change the accounting information as needed. Click the **Add multiple new rows at row 1 (Alt+7)** button.



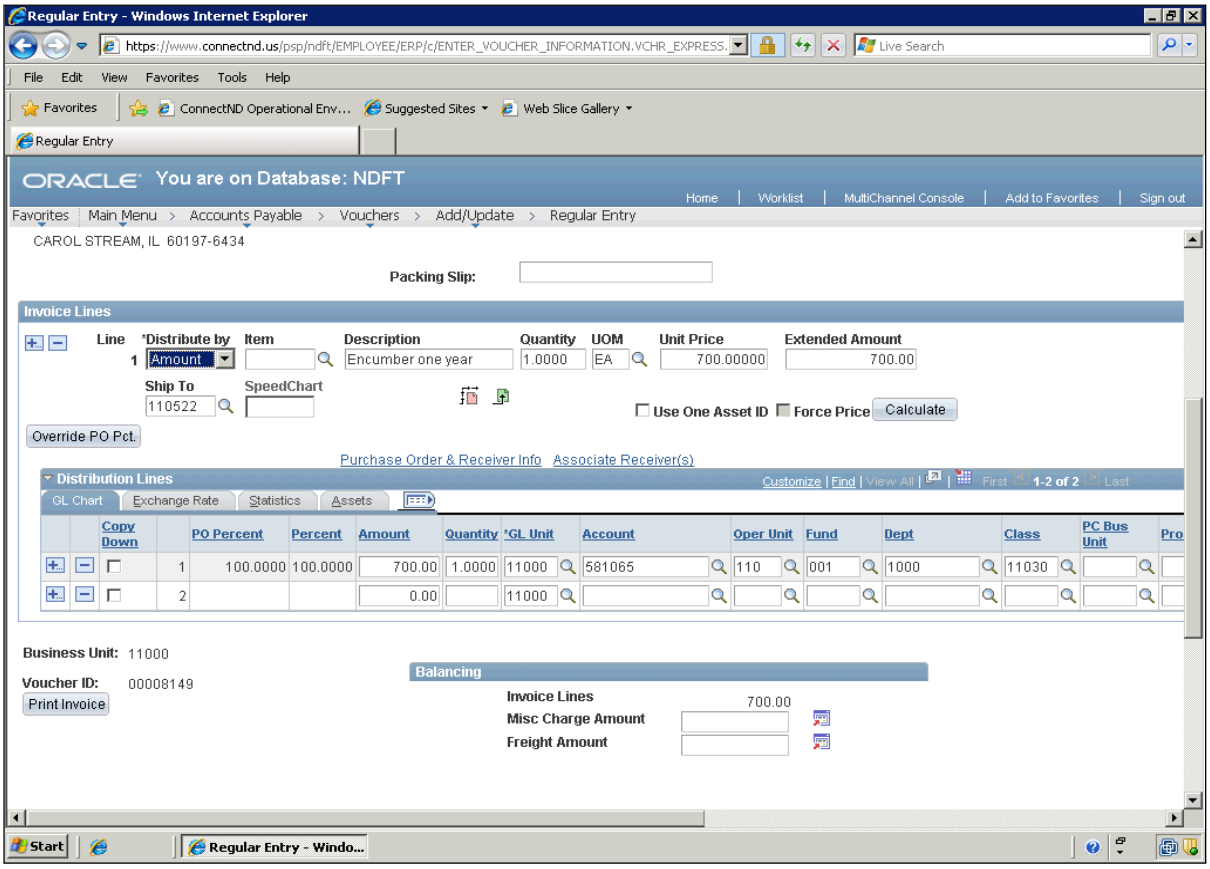
Step	Action
18.	Since we only want to add one more row, click the **OK** button. 



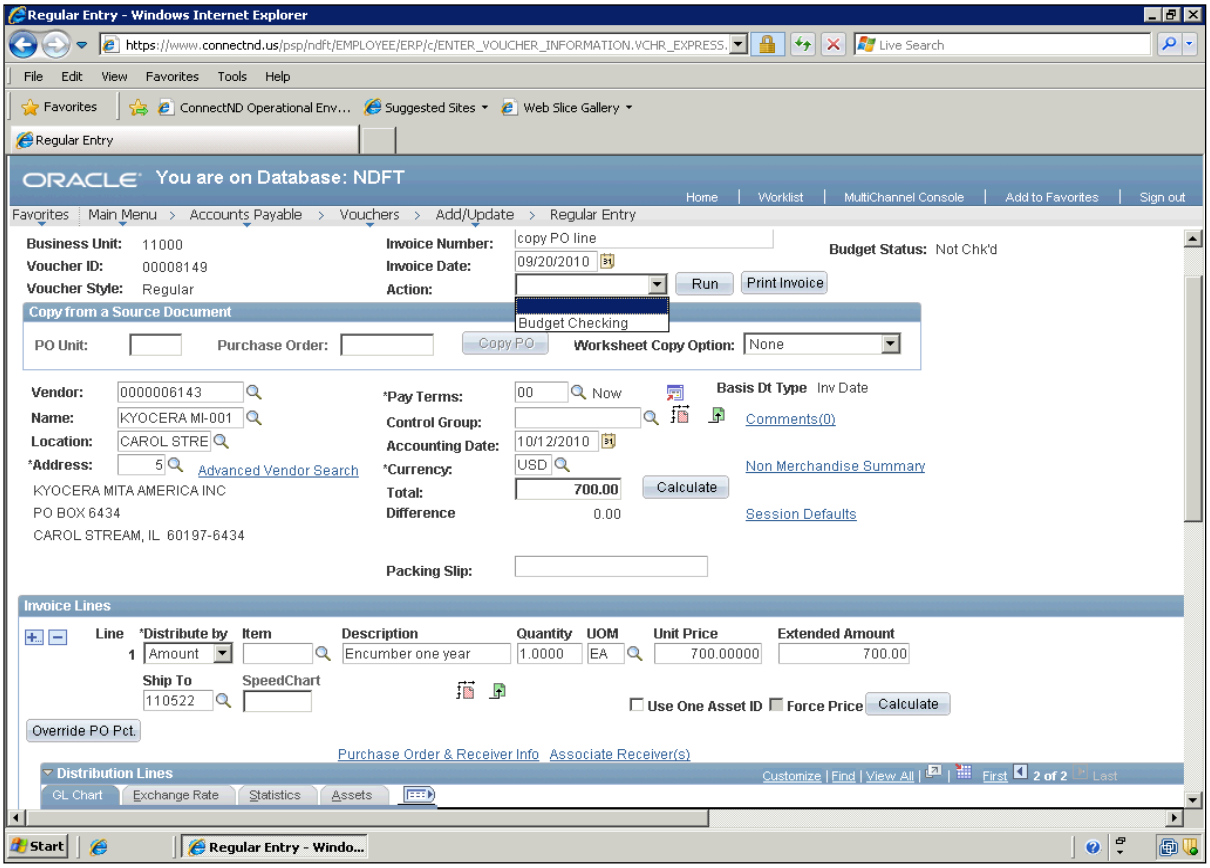
Step	Action
19.	When we added a new row, it wants to split the distribution by **Quantity**, but we can change that. Click the **Distribute by** list. 



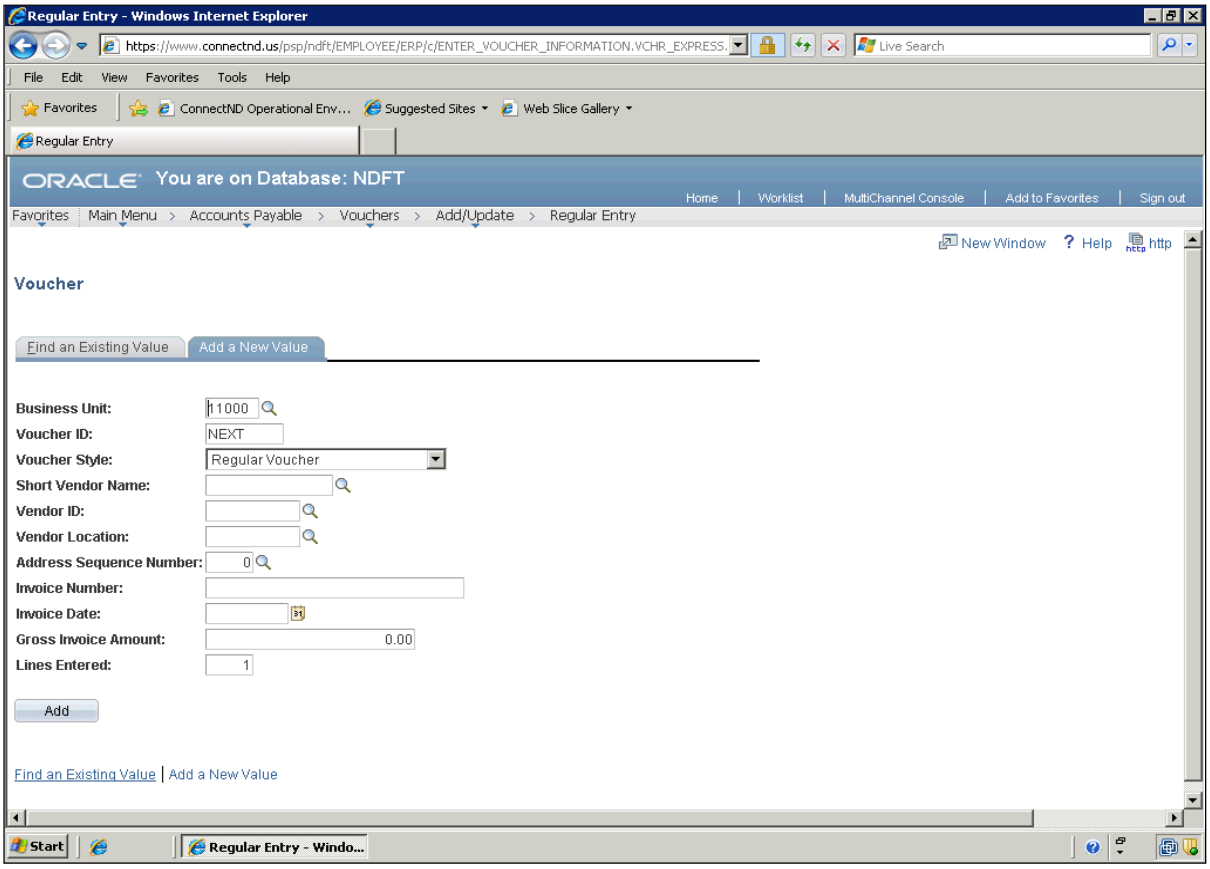
Step	Action
20.	Click the **Amount** list item. Amount



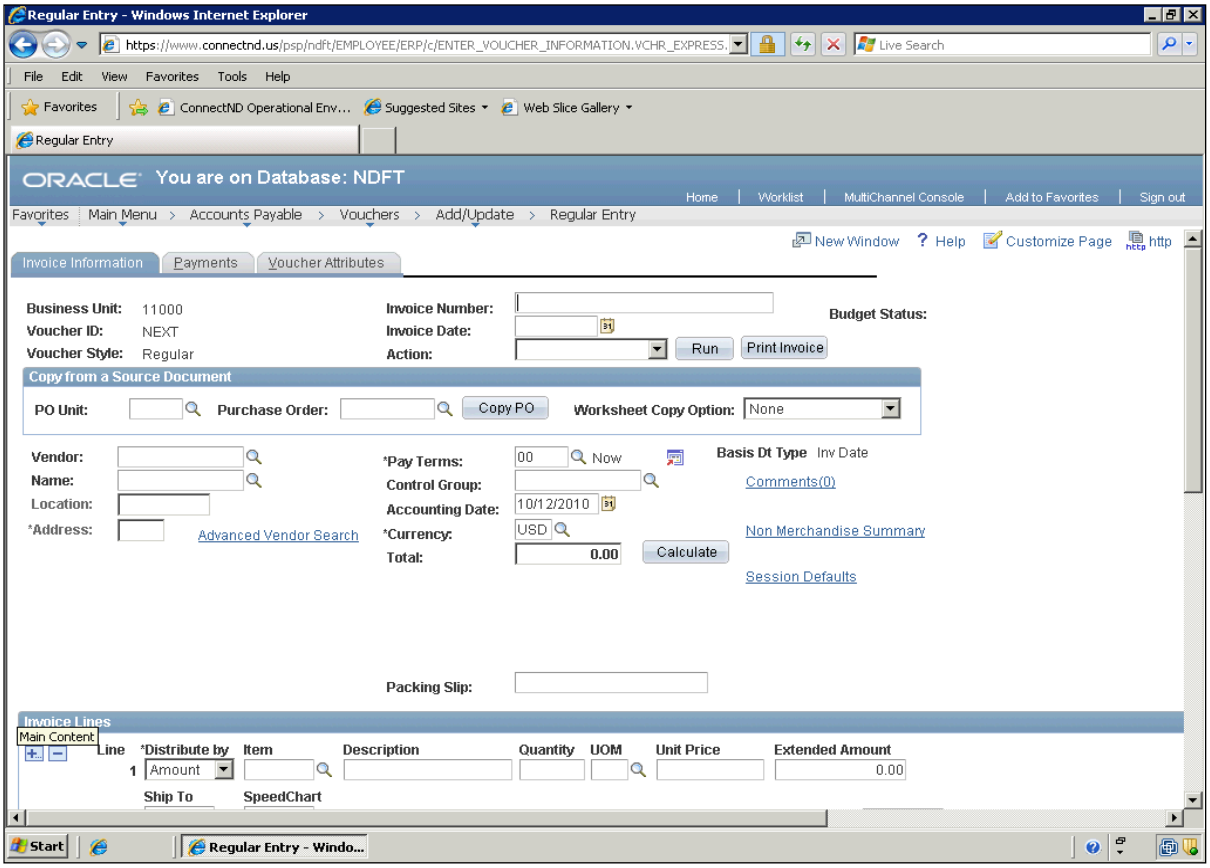
Step	Action
21.	If you knew that $650 needed to be applied to 581065 and the remainder to a different account, you can change the fields yourself. Enter "**650**" into the **Amount** field.
22.	Enter "**50**" into the **Amount** field.
23.	Enter the other account number into the second **Account** field. Enter "**534100**".
24.	Continue entering the correct accounting information on this line. Enter "**11030**" into the **Class** field.
25.	Scroll down to click the **Save** button. Save
26.	Budget check the voucher as you would for any other voucher. Click the **Action** list.



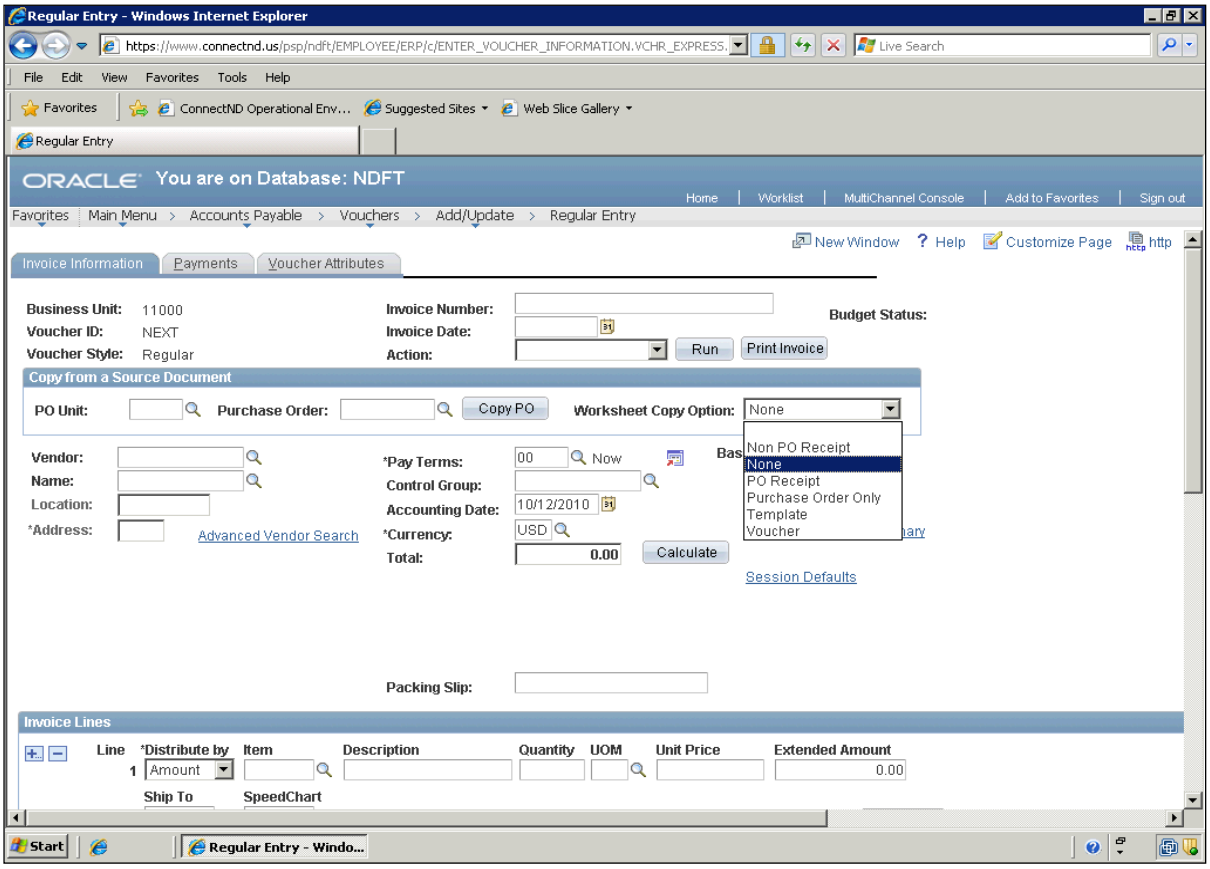
Step	Action
27.	That concludes this first exercise in entering a PO voucher using the **Purchase Order Only** option. Click the **Budget Checking** list item to continue. Budget Checking



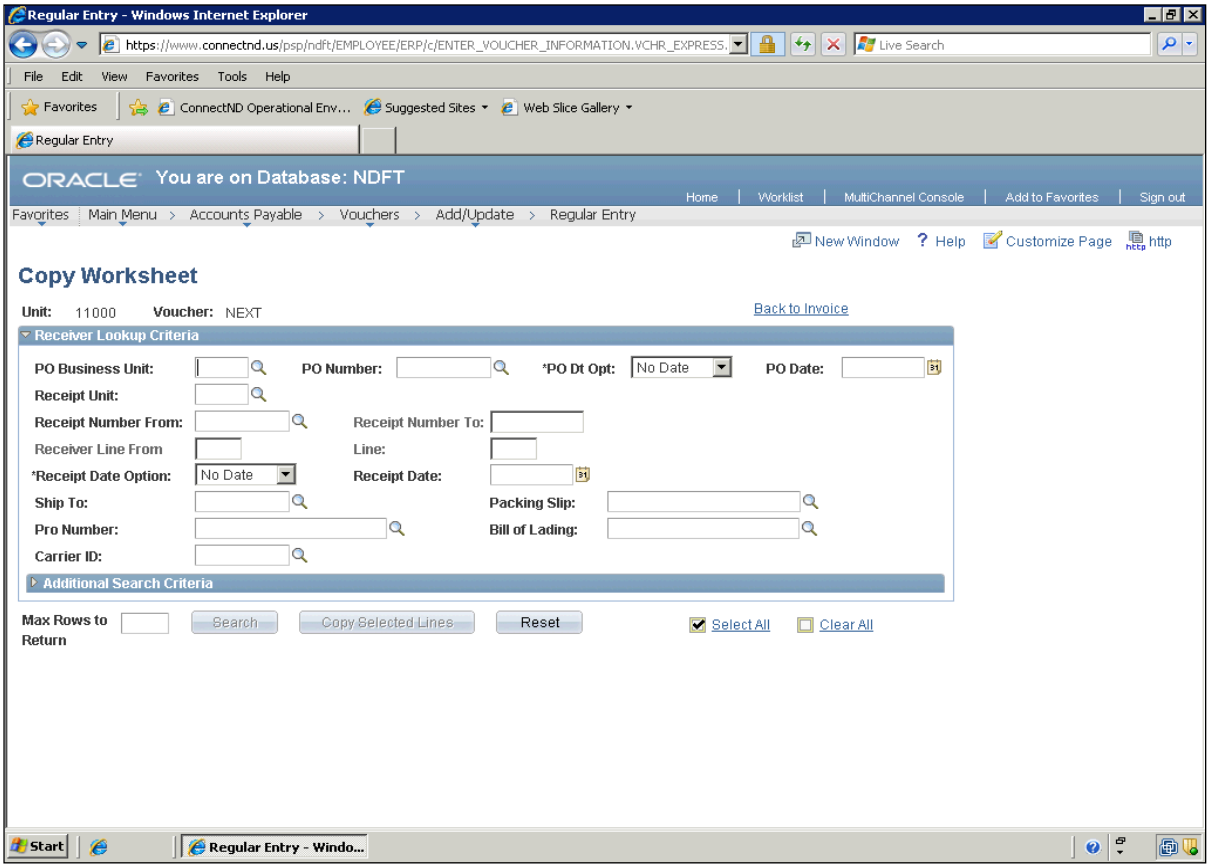
Step	Action
28.	We will now walk through a second method of entering PO vouchers. This method should be used by agencies that use **Receiving**. It is also the method Vendor Registry prefers agencies to use. Click the **Add** button.



Step	Action
29.	Once again we will start with the **Worksheet Copy Option** list. None

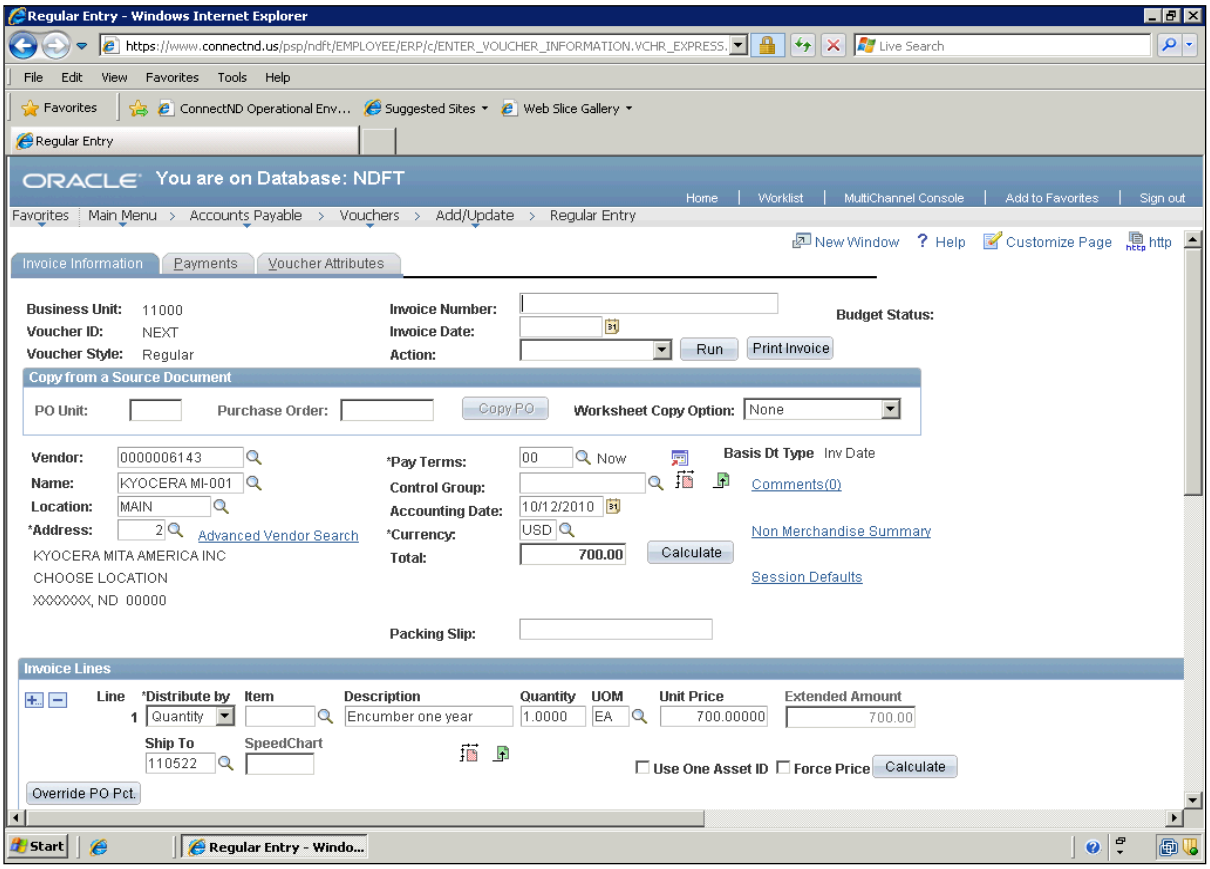


Step	Action
30.	Except this time, click the **PO Receipt** list item. PO Receipt

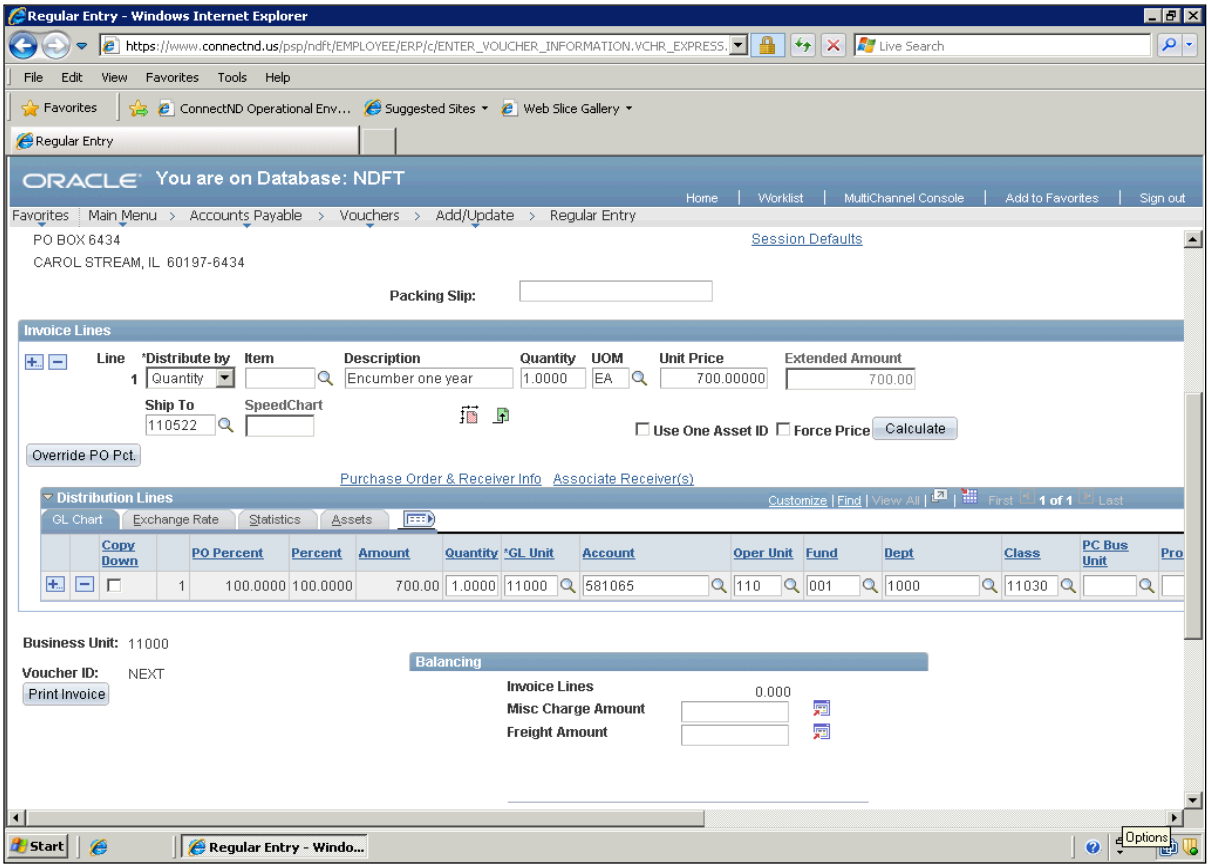


Step	Action
31.	You can bypass the PO Business Unit field and PO Number. Click in the **Receipt Unit** field to continue.
32.	Enter your business unit here.
33.	Search for the receipt number to pay or enter it directly into the **Receipt Number From** field. (Hopefully someone from Purchasing gave you the receipt number.) Enter "**0000000112**" here (7 zeroes and 112).
34.	Click the **Search** button to show the receipt information.
35.	A note about receipts: The receipt number you just entered shows that one line of PO #135 was received and is ready for payment. If you remember, this was the same PO you pulled in on the previous step, and 12 different lines appeared from which you had to select the proper line to pay. If your purchasing department used **Receiving** and **Receipts** for just the PO lines that needed to be paid by you, they would be saving you time and making your voucher entry more accurate.

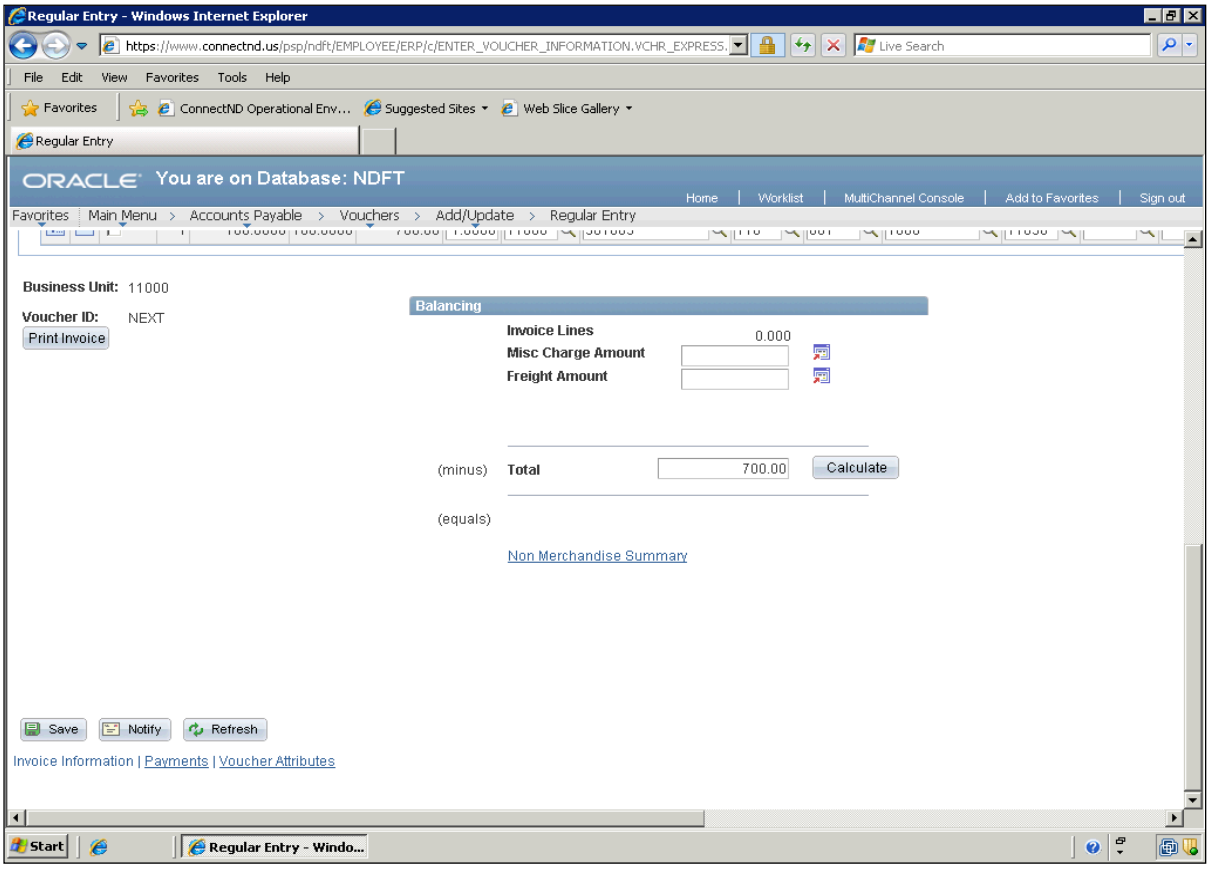
Step	Action
36.	If the receipt information brought into this screen matches the invoice you are paying, click the **Select** option.
37.	Click the **Copy Selected Lines** button.



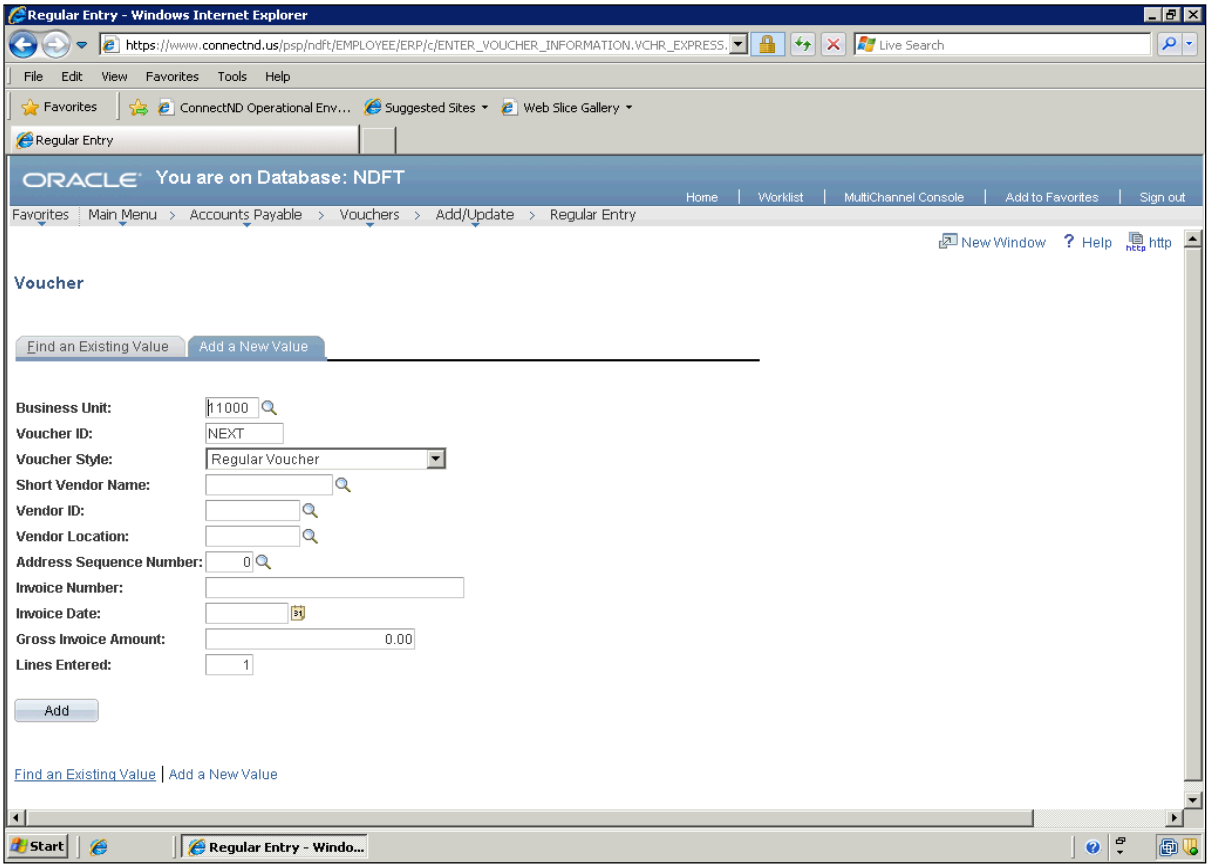
Step	Action
38.	Enter "**copy receipt #**" into the **Invoice Number** field.
39.	Enter "**09242010**" into the **Invoice Date** field.
40.	As in the previous step, you will want to click the **Look up Location (Alt+5)** button to select the right one.
41.	We'll select the **CAROL STREAM** link again.



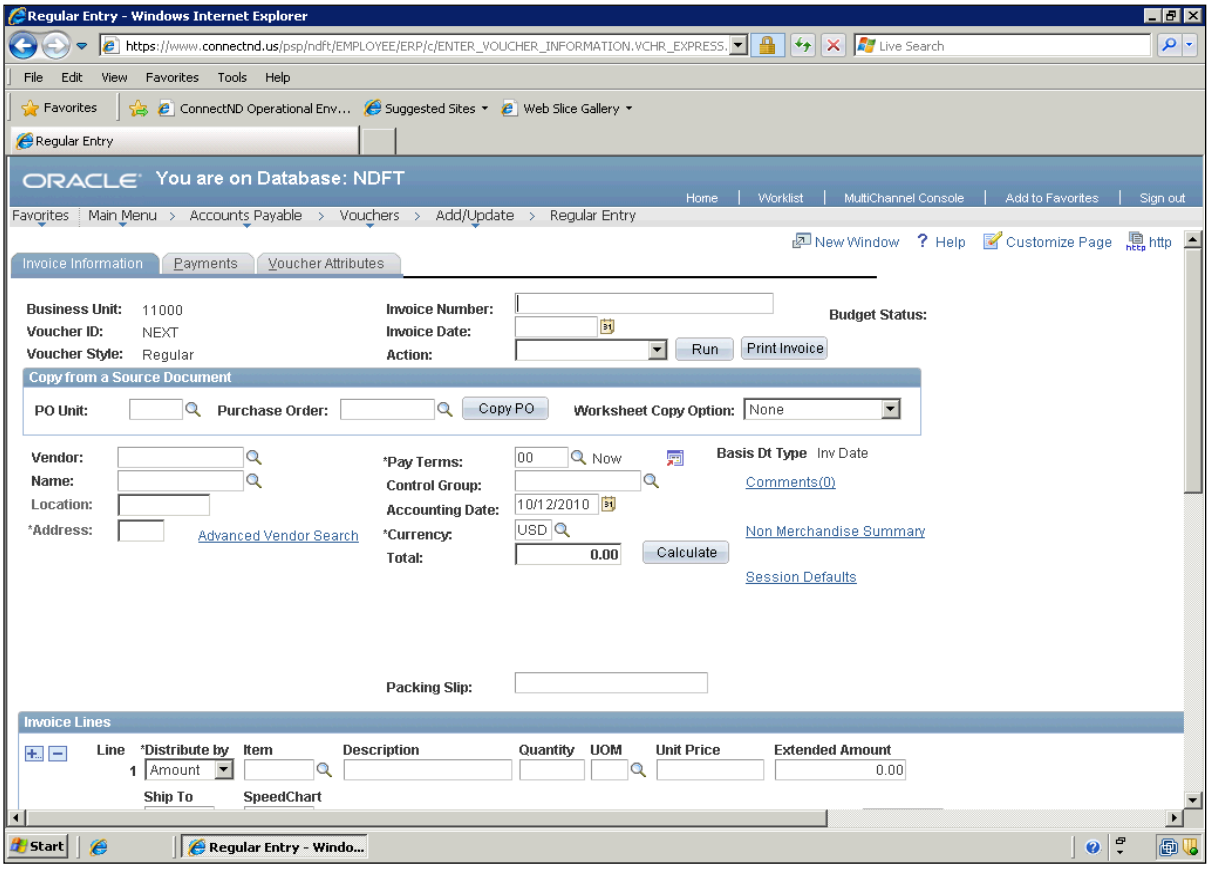
Step	Action
42.	Scroll down to review the accounting information. If everything came in correctly from the purchase order and the receipt, you do not have to do anything further! [Click **Enter** or the red box to continue.]



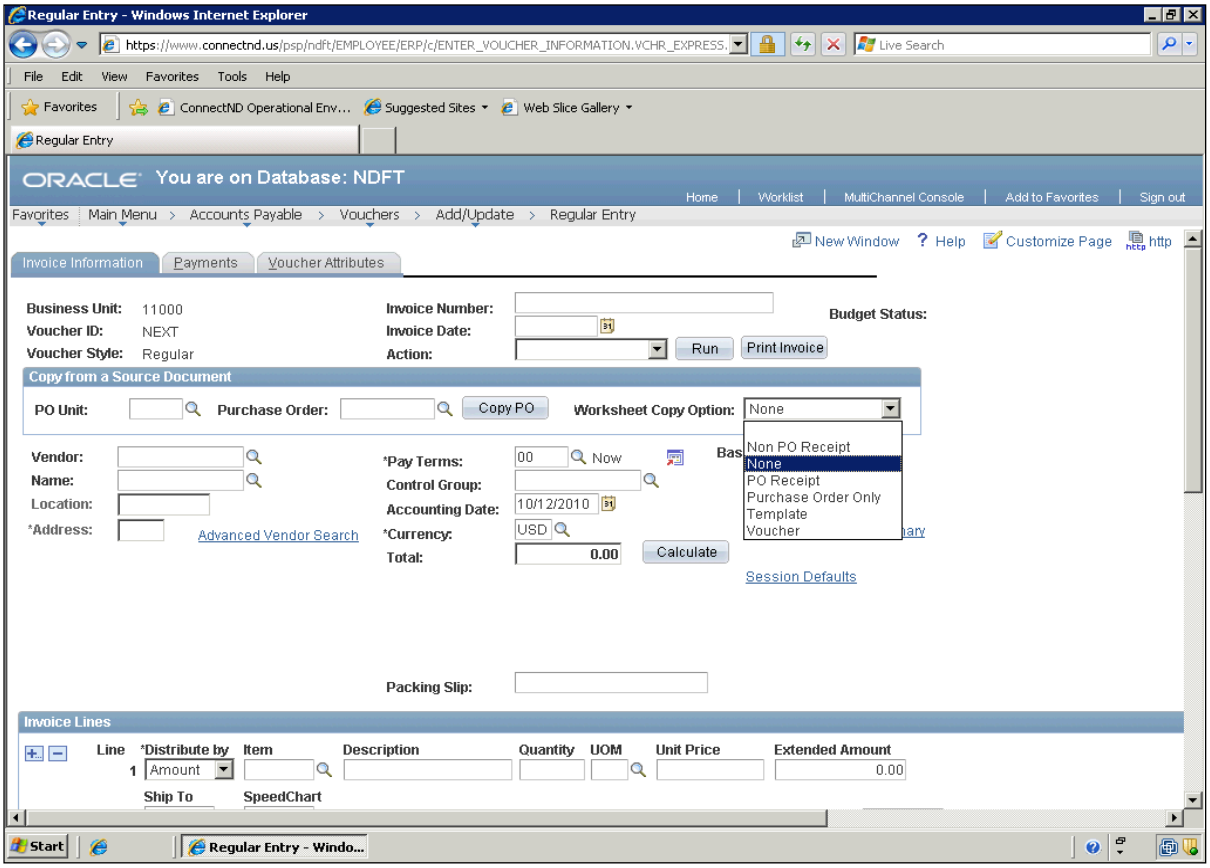
Step	Action
43.	Click the **Save** button. Save
44.	You have just entered a PO voucher using the method preferred by Vendor Registry! Using receipt numbers rather than purchase order numbers is especially helpful when the PO will be sent in multiple shipments, or when multiple payments are made against a contract PO. Click the **Action** list to budget check the voucher as usual.
45.	Click the **Add** button to look at some more options for entering PO vouchers. Add



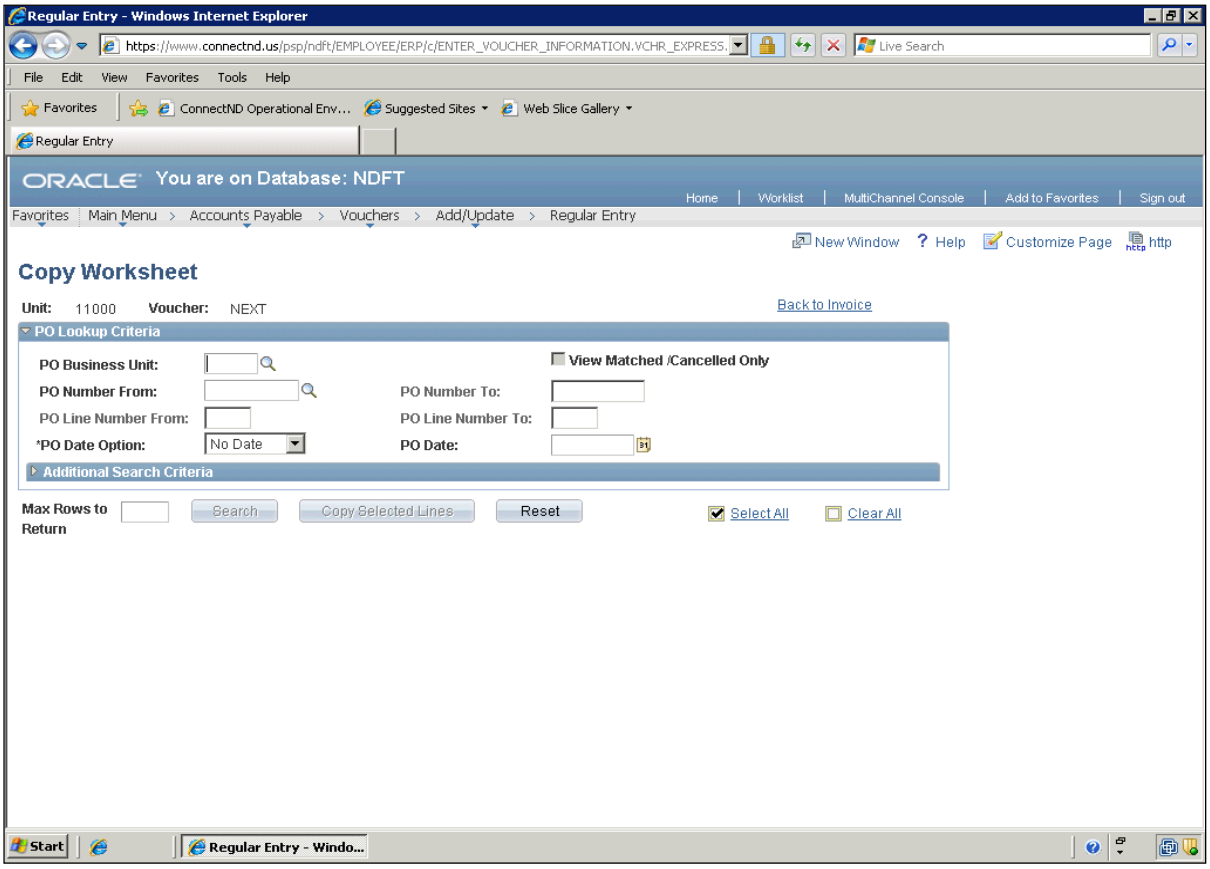
Step	Action
46.	Click the **Add** button one more time. Add



Step	Action
47.	The purpose of this voucher exercise will be to show how you can still manipulate the accounting information and voucher amount after bringing in the PO. Click the **Worksheet Copy Option** list.

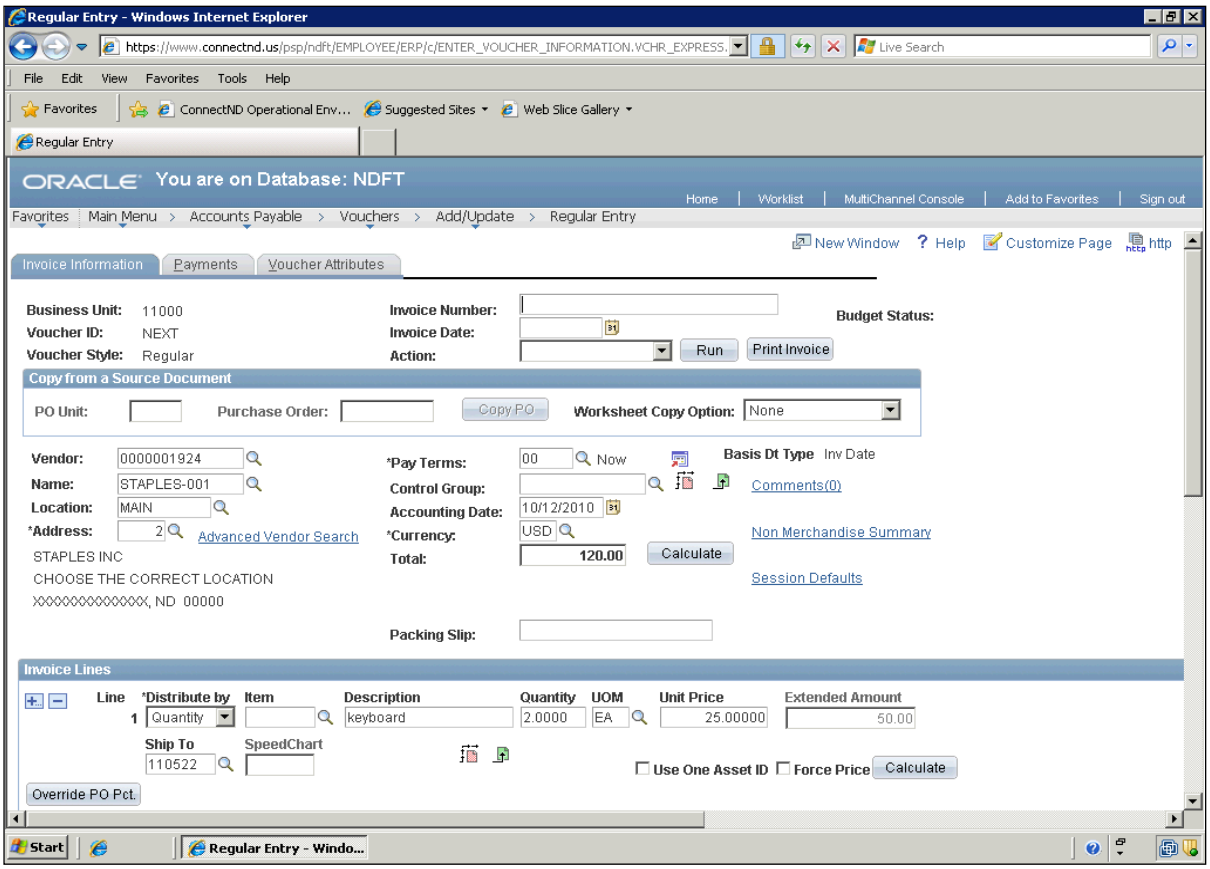


Step	Action
48.	Click the **Purchase Order Only** list item. Purchase Order Only



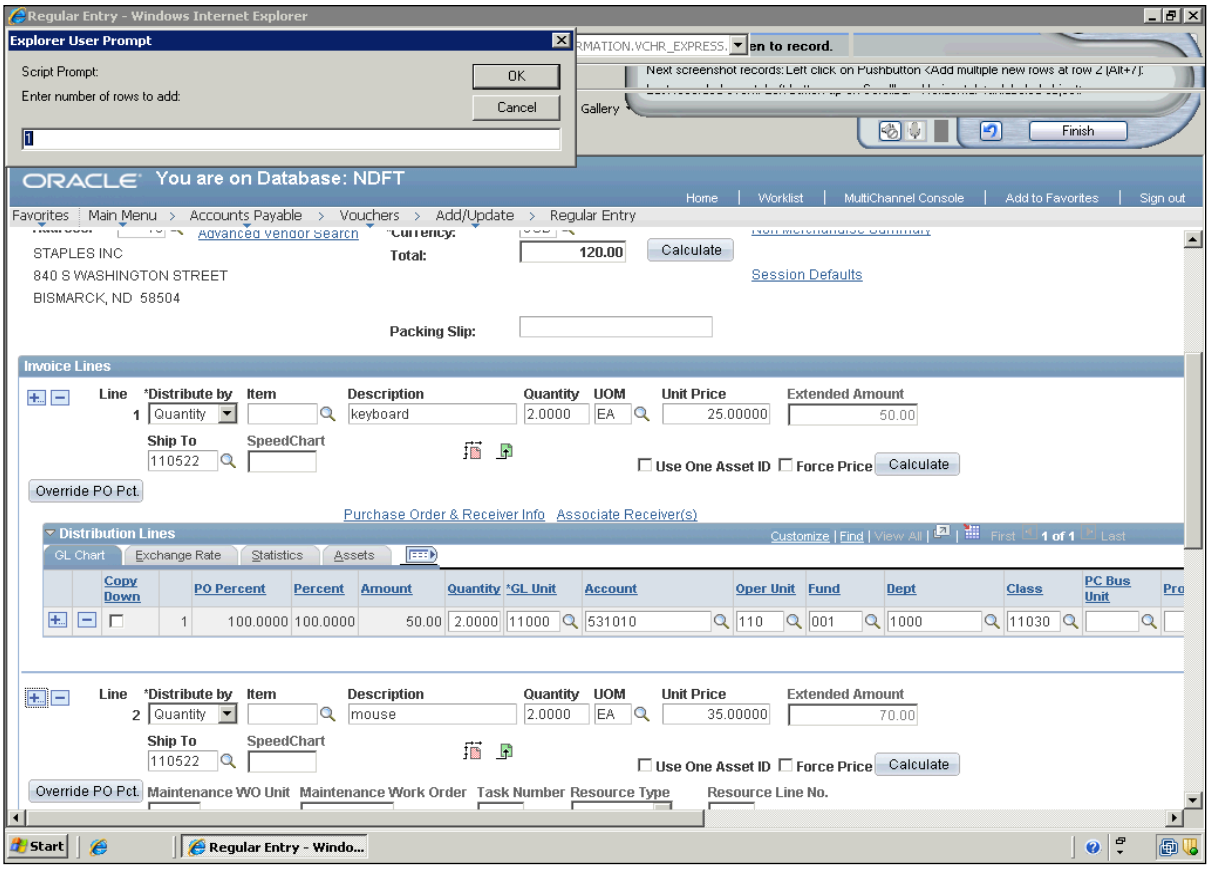
Step	Action
49.	Enter "**11000**" into the **PO Business Unit** field.
50.	If you know the PO number you need to pay, you can enter it directly into the **PO Number From** field. Enter "**0000000176**" (seven zeroes and 176).
51.	Click the **Search** button. Search
52.	Notice that the screen tells you there are two lines to this PO. Click the red box to move forward. PO Line Count: 2
53.	Click the **View All** link to see both lines. View All
54.	If all the lines on this screen match up to your invoice, save time by clicking the **Select All** link. Select All

Step	Action
55.	Click the **Copy Selected Lines** button to bring them both into the **Invoice Information** page. Copy Selected Lines



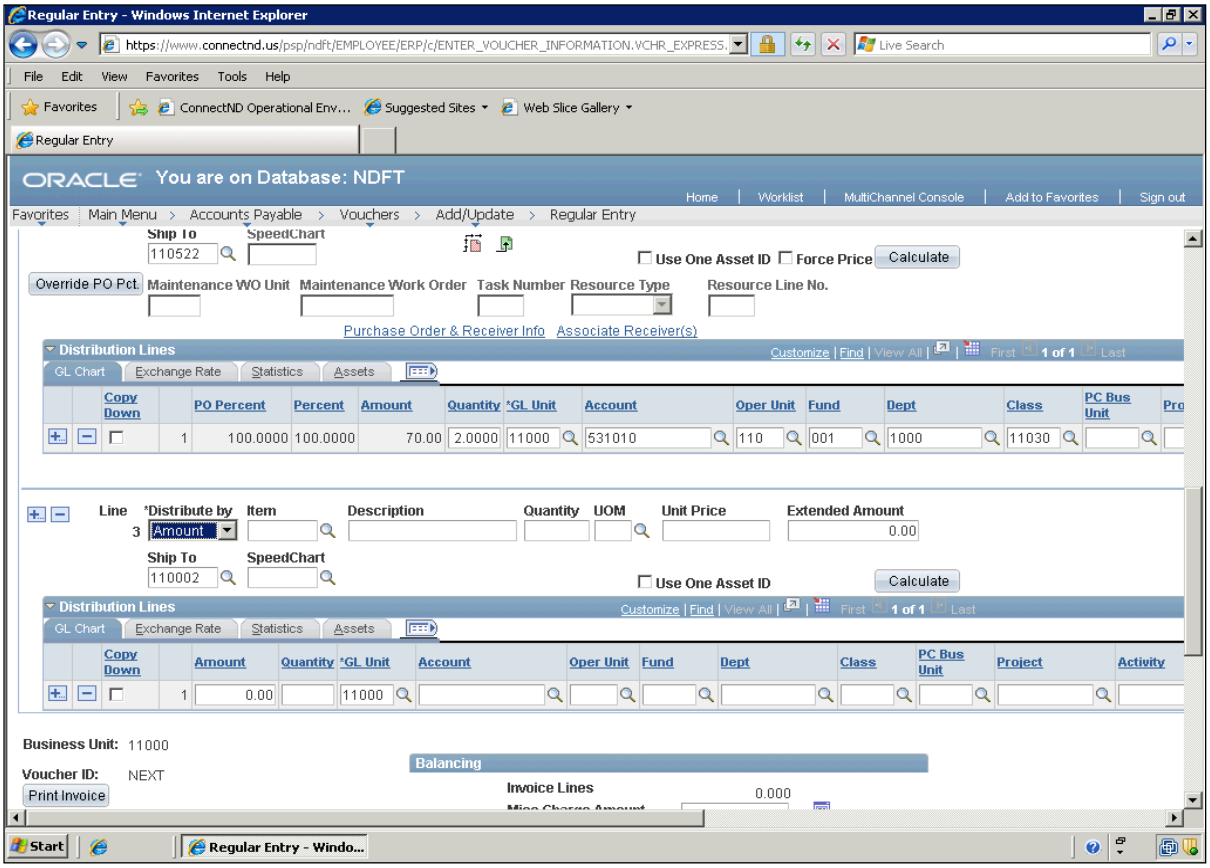
Step	Action
56.	Enter the **Invoice Number** into this field. Enter "**add shipping**".
57.	Enter "**09262010**" into the **Invoice Date** field.
58.	This vendor has more than one location too. Click the **Look up Location (Alt+5)** button.
59.	Click the **REMITT-THE** link if your invoice address is in Bismarck. REMITT-THE
60.	Now scroll down to the distribution information. You can see there are two invoice lines, so click the **View All** link. View All

Step	Action
61.	Say that your invoice shows these two items accurately, but they are also charging you for shipping and handling. You do not have to go back and fix the PO before bringing it into the voucher - just add a row here for the shipping charges. Click the **Add multiple new rows at row 2 (Alt+7)** button.

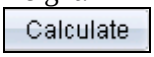
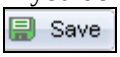


Step	Action
62.	Click the **OK** button to add just one more line.

Step	Action
63.	**IMPORTANT NOTE**: Some voucher users will enter the correct number of invoice lines on the first voucher screen, before they click the **Add** button. That is a smart thing to do on regular vouchers, but for PO vouchers, it is better to add more invoice lines on this screen after the PO has been copied in. We won't go into detailed explanation here of why, but the system will work better by following these procedures to add shipping and handling.



Step	Action
64.	If a **SpeedChart** is set up with your accounting data, feel free to use one here. Enter "**1000**" in the **SpeedChart** field.
65.	Enter the amount of the shipping charges into the **Amount** field. Enter "**25**".
66.	Just enter a quantity of "**1**" in the **Quantity** field.
67.	If your SpeedChart does not contain an account number, enter the correct number for freight in the **Account** field. Enter "**621150**".

Step	Action
68.	Don't forget to add the additional shipping charges to the other amount fields on this page! Click the **Calculate** button after you have entered the amount in this field.
69.	The dollar amount in the **Total** field will have to be corrected also. Enter "**145**".
70.	Click the **Calculate** button here after all amount fields have been adjusted for the freight. 
71.	If you do not receive any calculating errors, click the **Save** button. 
72.	Your voucher should match the invoice now and be ready for budget checking. Click the **Run** button to move forward.
73.	You have just walked through two ways to bring PO information into a voucher: By copying the entire **Purchase Order** and by copying the **Receipt.** The method you choose will depend upon the procedure that best fits your agency's policies and whether or not the PO will have multiple vouchers made against it. You have also learned how to manipulate or change the distribution information as needed to make the voucher accurate. Remember, though, that PO vouchers are created differently from regular vouchers. **You do not enter any information before clicking Add, including the number of invoice lines needed.** **End of Procedure.**

ST 4.1.9 - Creating Speedcharts

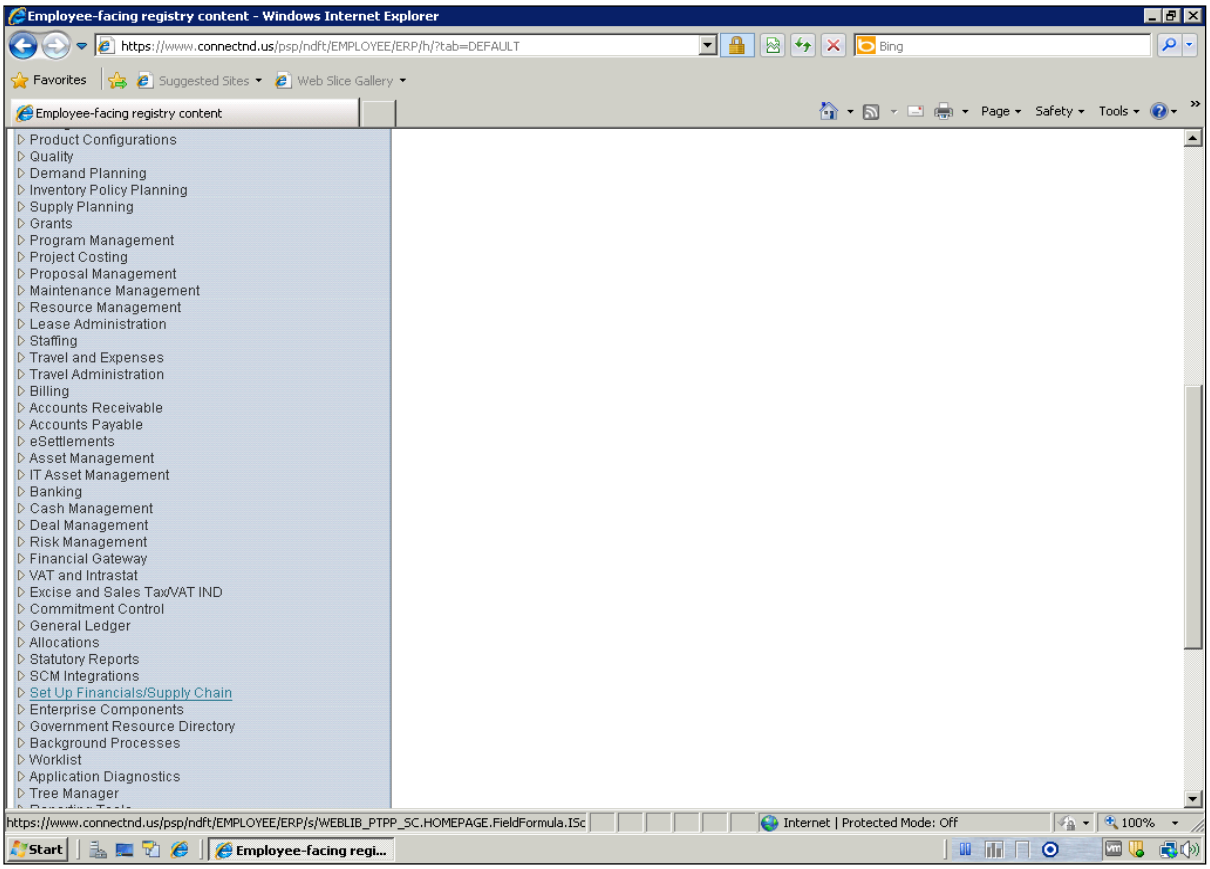
Creating SpeedCharts

Navigation: Set Up Financials / Supply Chain > Product Related > Procurement Options > Management > SpeedChart

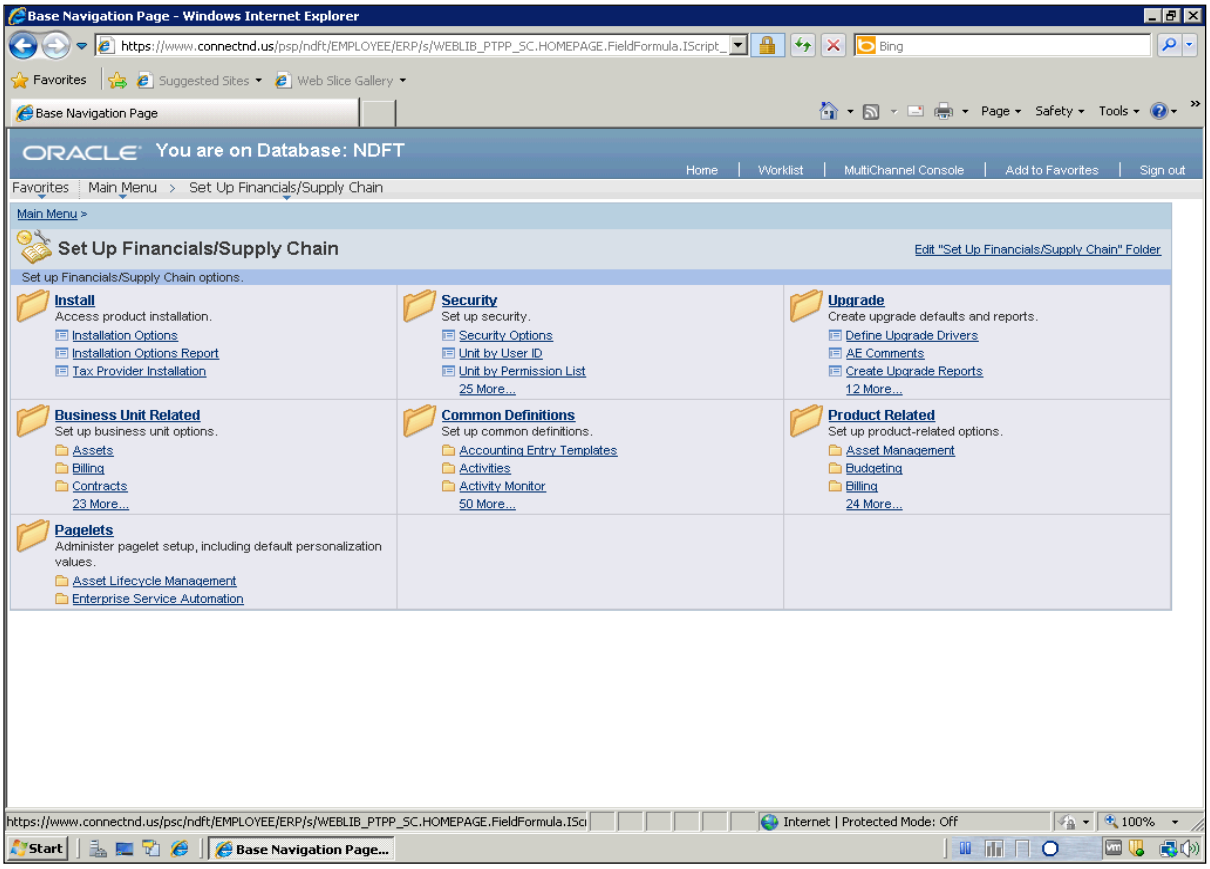
Speedcharts are predefined chartfields assigned to a specific Speedchart Key for ease and efficiency in coding vouchers.

Procedure

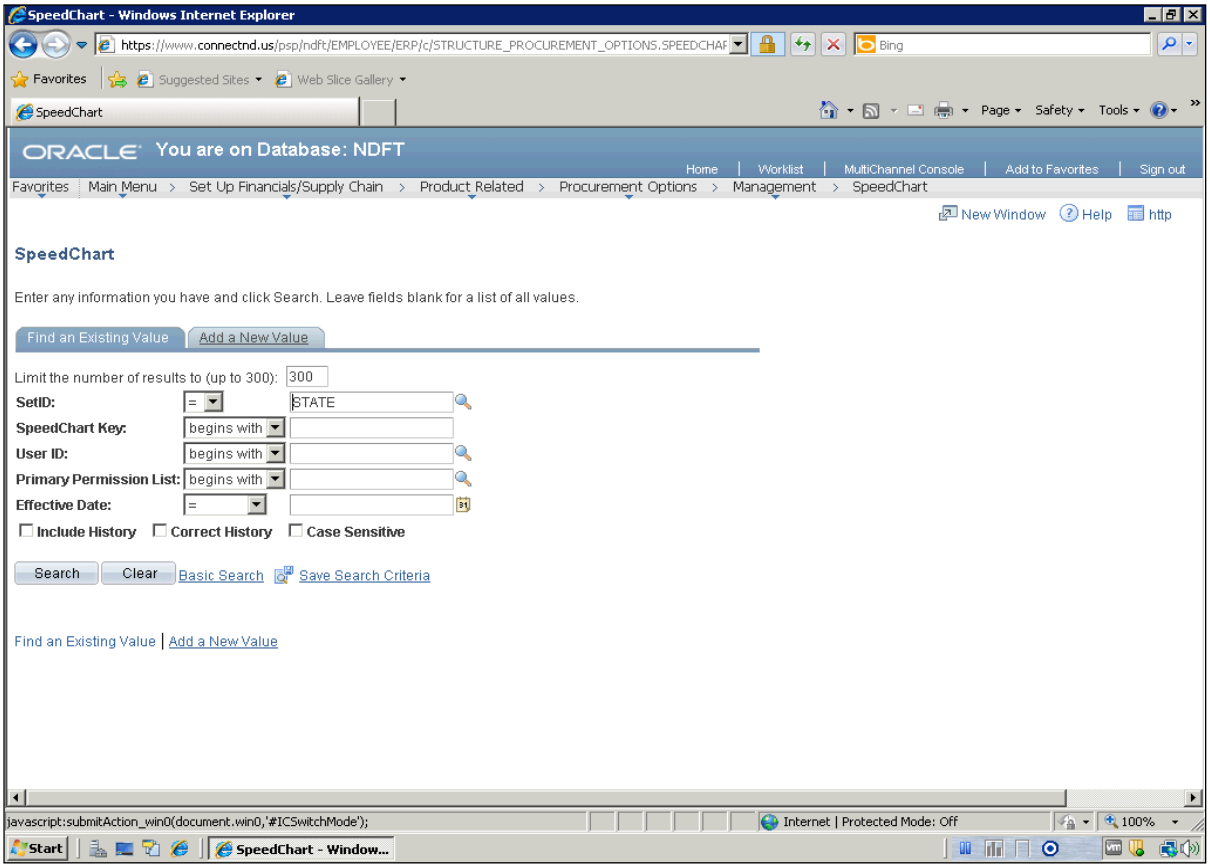
This topic shows how to Create a Speedchart.



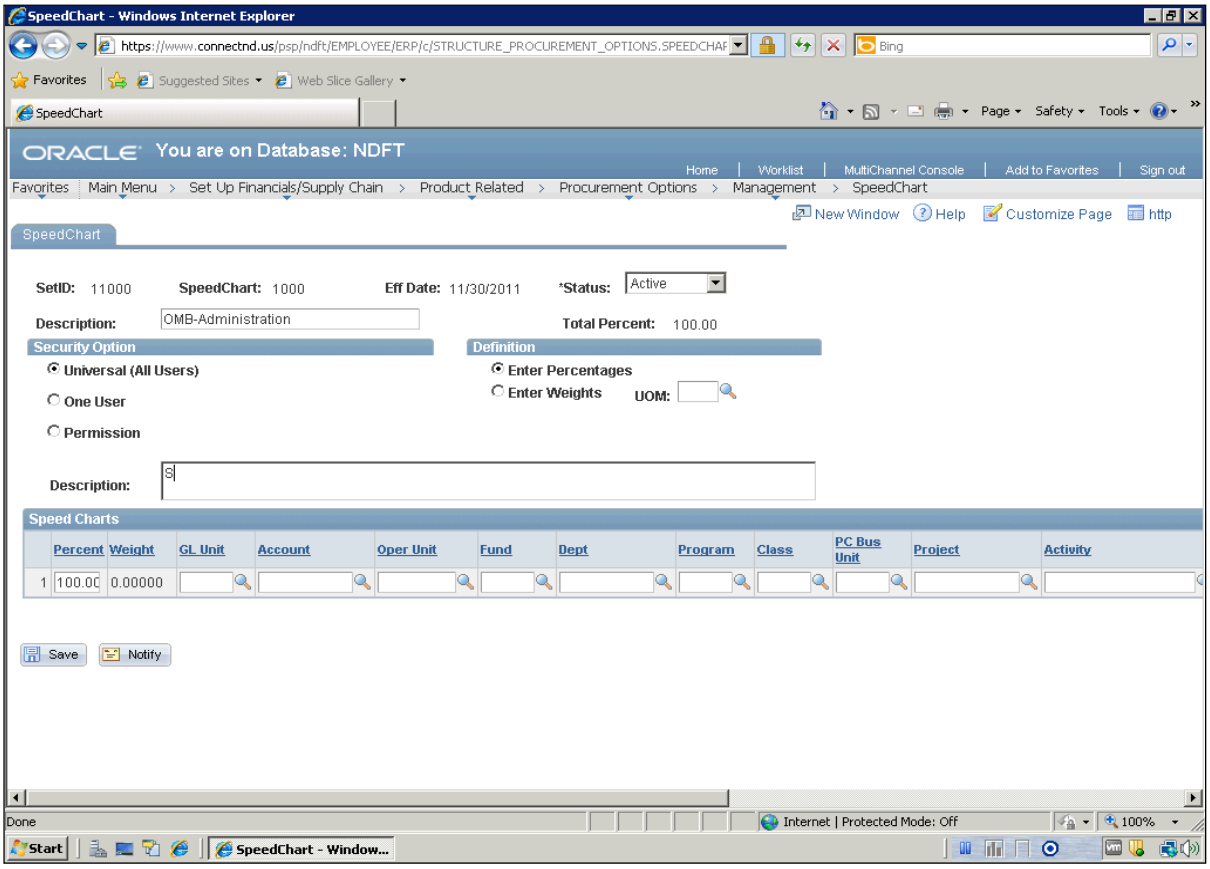
Step	Action
1.	Click the **Set Up Financials/Supply Chain** link. Set Up Financials/Supply Chain



Step	Action
2.	Click the **Product Related** link. Product Related
3.	Click the **Procurement Options** link. Procurement Options
4.	Click the **Management** link. Management
5.	Click the **SpeedChart** link. SpeedChart



Step	Action
6.	Click the **Add a New Value** tab.
7.	Enter the desired information into the **SpeedChart Key** field. Enter "**1000**". **Note:** If the speedchart is being set up for a grant, a suggestion would be to give the speedchart the same name as the grant.
8.	The speedchart Effective Date can be changed to a previous date, if necessary, by selecting a date from the calendar icon or typing in the desired date.
9.	Click the **Add** button.



Step	Action
10.	Enter the desired information into the **Description** field. Enter "**State Contingencies**".
11.	Enter the desired information into the **GL Unit** field. Enter "**11000**".
12.	Enter the desired information into the **Oper Unit** field. Enter "**110**".
13.	Enter the desired information into the **Fund** field. Enter "**001**".
14.	Enter the desired information into the **Dept** field. Enter "**7150**".
15.	Enter the desired information into the **Class** field. Enter "**11030**".
16.	If the funds are split between two or more distributions, click the + (plus) sign at the end of the row. This will add one more row. **Note:** The more fields you populate now, the less will have to be done at the voucher level.
17.	Click the **Save** button.

Step	Action
18.	This topic showed how to Create a Speedchart. **End of Procedure.**

ST 4.1.10 - Deleting Speedcharts

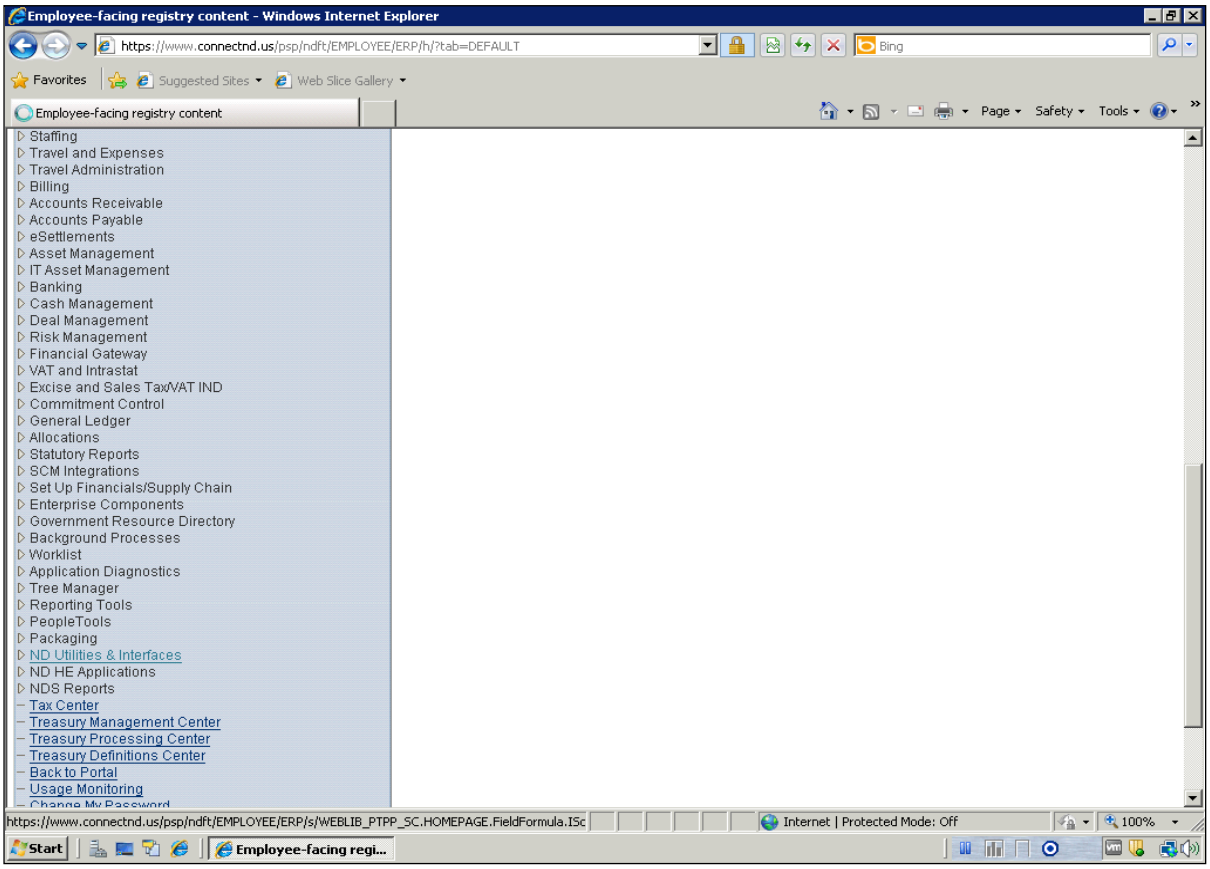
Deleting Speedcharts

Navigation: ND Utilities & Interfaces > ND ToolSet > Delete Speedcharts

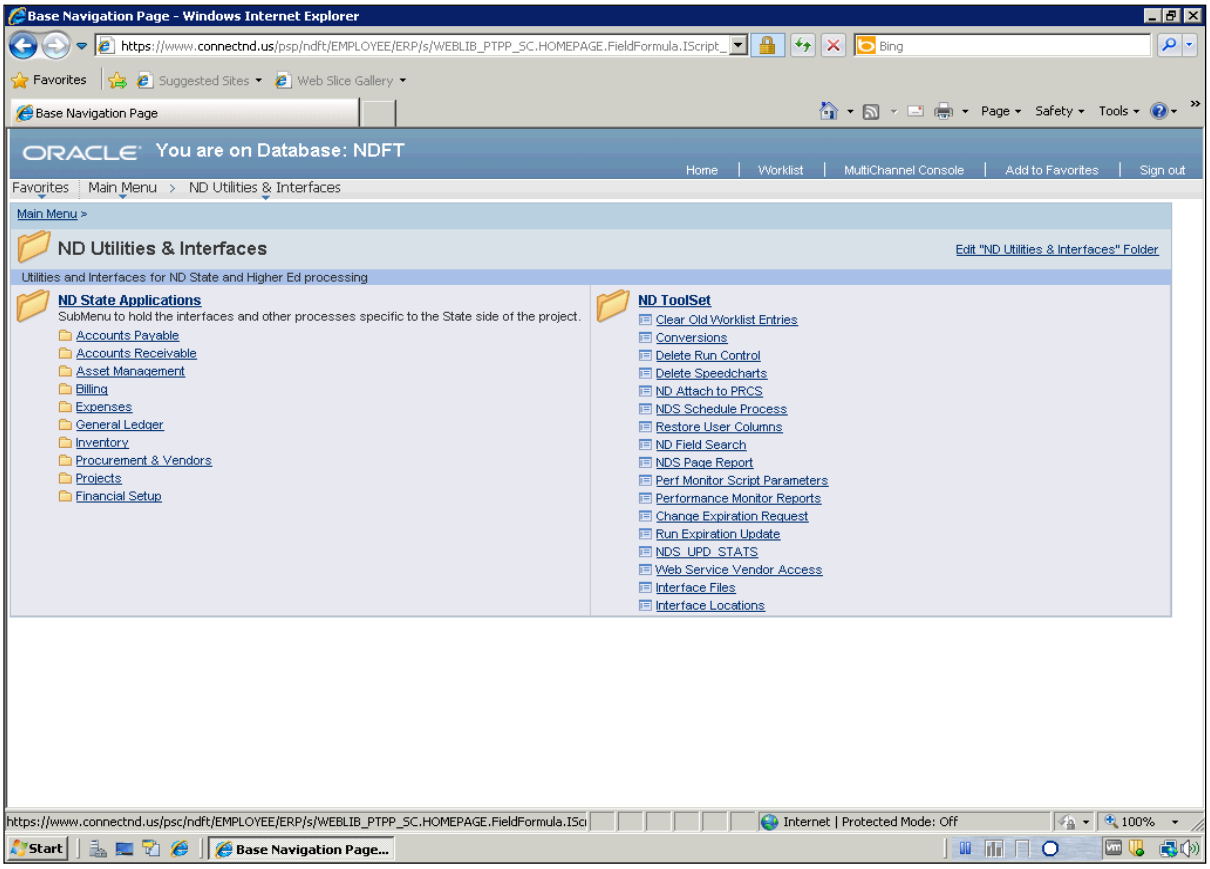
Speedcharts can be deleted only if they are in inactive status.

Procedure

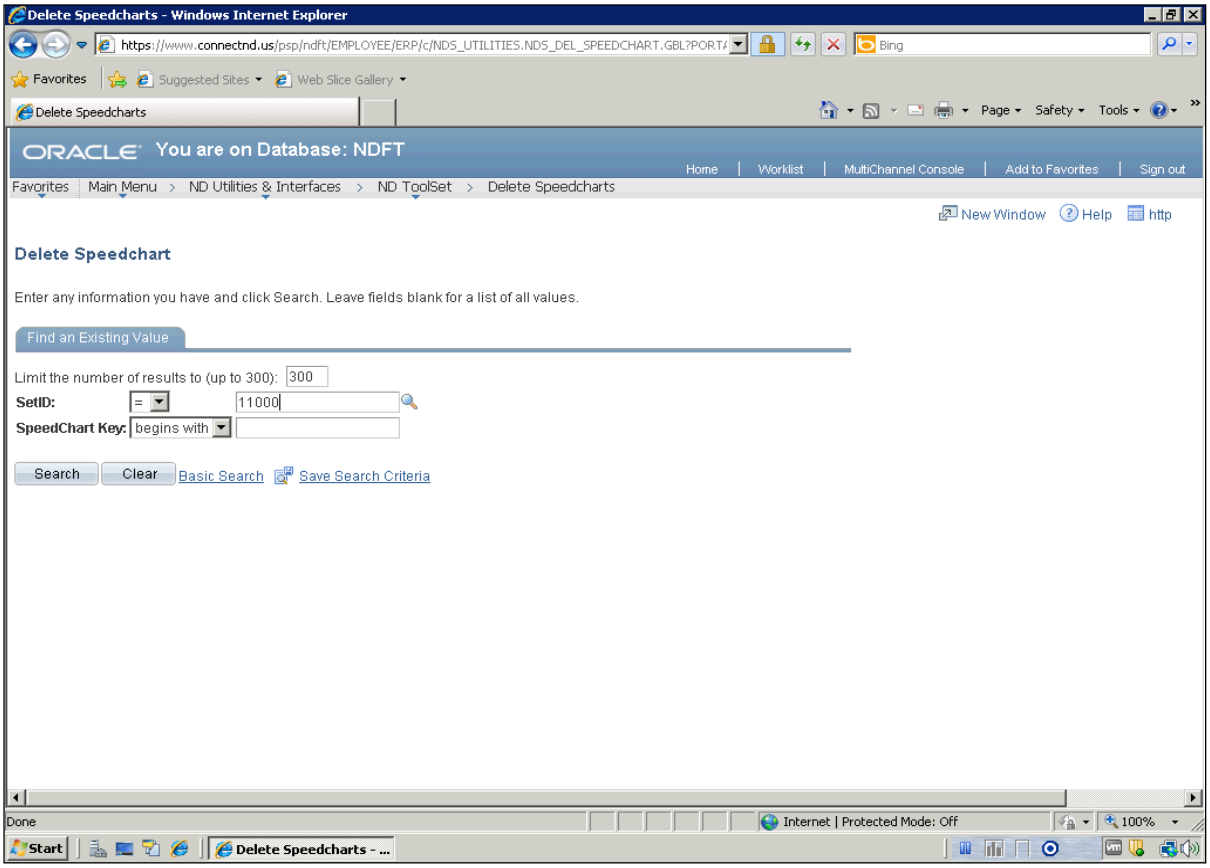
This topic shows how to Delete a Speedchart.



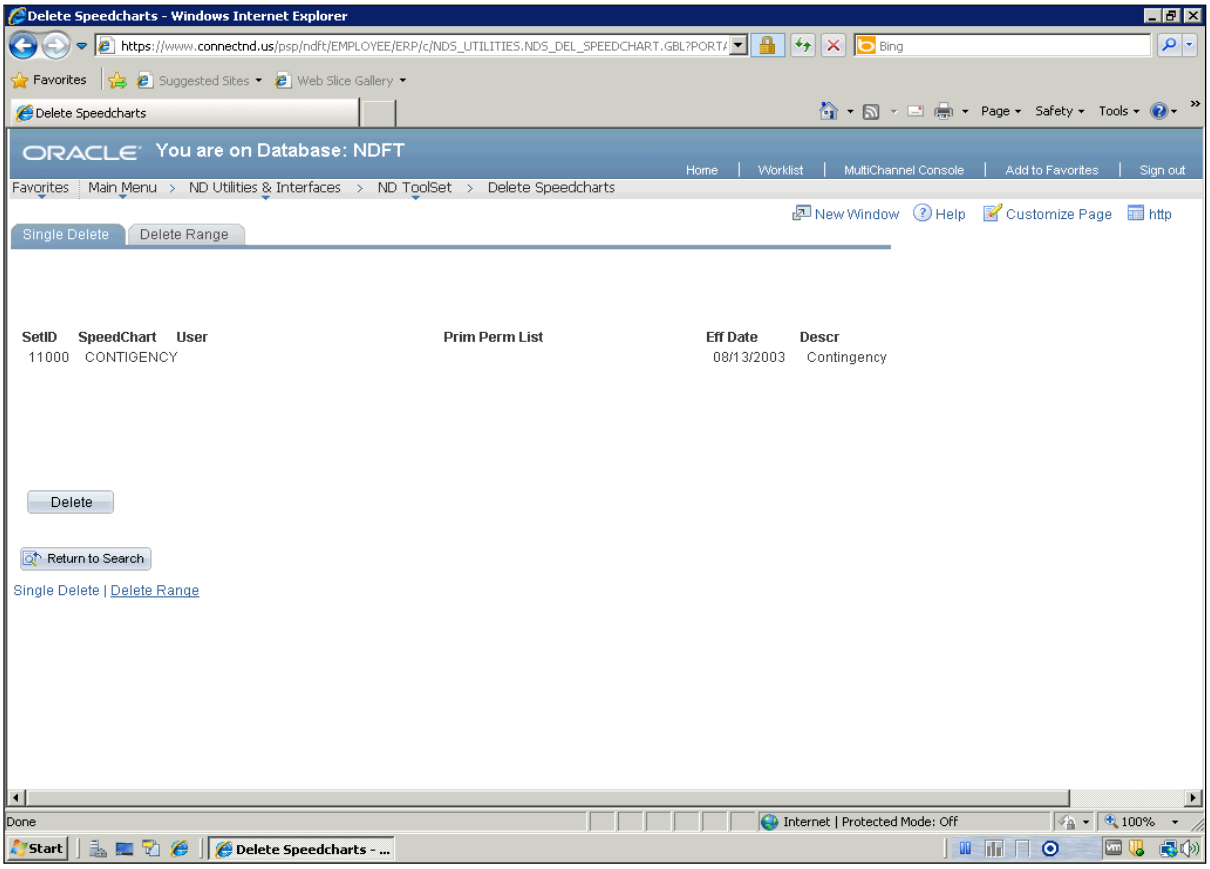
Step	Action
1.	Click the **ND Utilities & Interfaces** link. ▷ ND Utilities & Interfaces



Step	Action
2.	Click the **ND ToolSet** link. ND ToolSet
3.	Click the **Delete Speedcharts** link. Delete Speedcharts



Step	Action
4.	If you know the Speedchart name, enter it into the Speedchart key field. If not, leave blank and click the **Search** button. Search
5.	Click the **Contingency** link. Contingency



Step	Action
6.	Click the **Delete** button. Delete
7.	This topic showed how to Delete a Speedchart. **End of Procedure.**

ST Lesson 4.2 - Using Vendors in Vouchers

NAVIGATION: ***Accounts Payable > Vouchers > Add/Update > Regular Entry***

The vendor database used in PeopleSoft is maintained by the Vendor Registry Office of OMB. "Vendors" are defined as any payee that receives money through a voucher in PeopleSoft, including grant recipients and state employees.

This Lesson is designed to help users in Accounts Payable to find the right vendor for their payments and how to use them properly in voucher. The first topic will discuss various ways to find the vendors from voucher screens. The topics following cover how to choose the correct location for your payment, paying state employees, and how to use the **withholding** link in voucher.

If a new vendor needs to be set up for your particular payment, please follow the directions on how to request a new vendor at (http://www.nd.gov/vr/vmr/manual/checklist-requesting-vendors.pdf).

Everything covered in this Lesson can also be found on Vendor Registry's website at (http://www.nd.gov/vr/) There you will find links for more details on these topics in the following sections:

- Using Vendors/Payees in PeopleSoft
- Payee/Vendor Forms for Accounts Payable
- 1099 Reporting for ND State Agencies; check out the link for "1099 Reporting While Entering Vouchers."

ST 4.2.1 - How to Find Vendors in AP

How to Find Vendors in Accounts Payable Vouchers

The Vendor Registry Office strongly recommends that AP users who enter vouchers also have access to the limited vendor inquiry screen. Access is given to users with the NDS_ALL_VENDOR_INQUIRY role checked on the ConnectND Financials Security Access Request form (http://www.nd.gov/eforms/Doc/sfn54418.pdf)). This role is found at the bottom of the Purchasing section of that form.

There are several other helpful documents regarding how to find vendors and how to use the Vendor Inquiry screens at the website (http://www.nd.gov/vr/vmr/manual/index-2.html) If agency users cannot find the vendor they need to pay by using the instructions on this website or in the following topic, a new vendor can be requested for set up by Vendor Registry. Please follow the instructions located at (http://www.nd.gov/vr/vmr/manual/agency-instructions.pdf) to request your vendor.

Key Words:

vendor
short name
Name 1
Name1
location
address
search

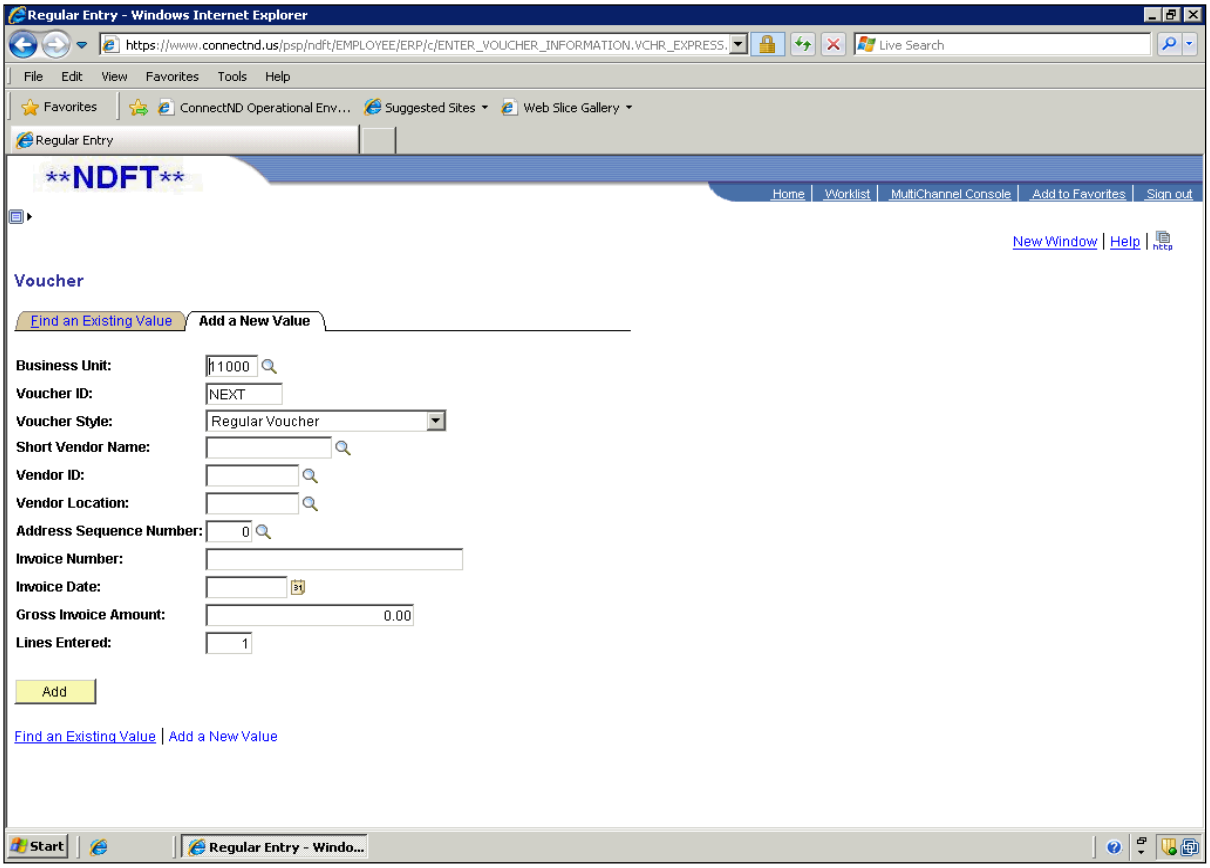
Version 1 dated August 23, 2010.

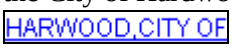
Procedure

Start with your basic '**Add a New Value**' tab for entering vouchers. **NOTE:** The instructions in this topic are for regular vouchers only, not for PO vouchers.

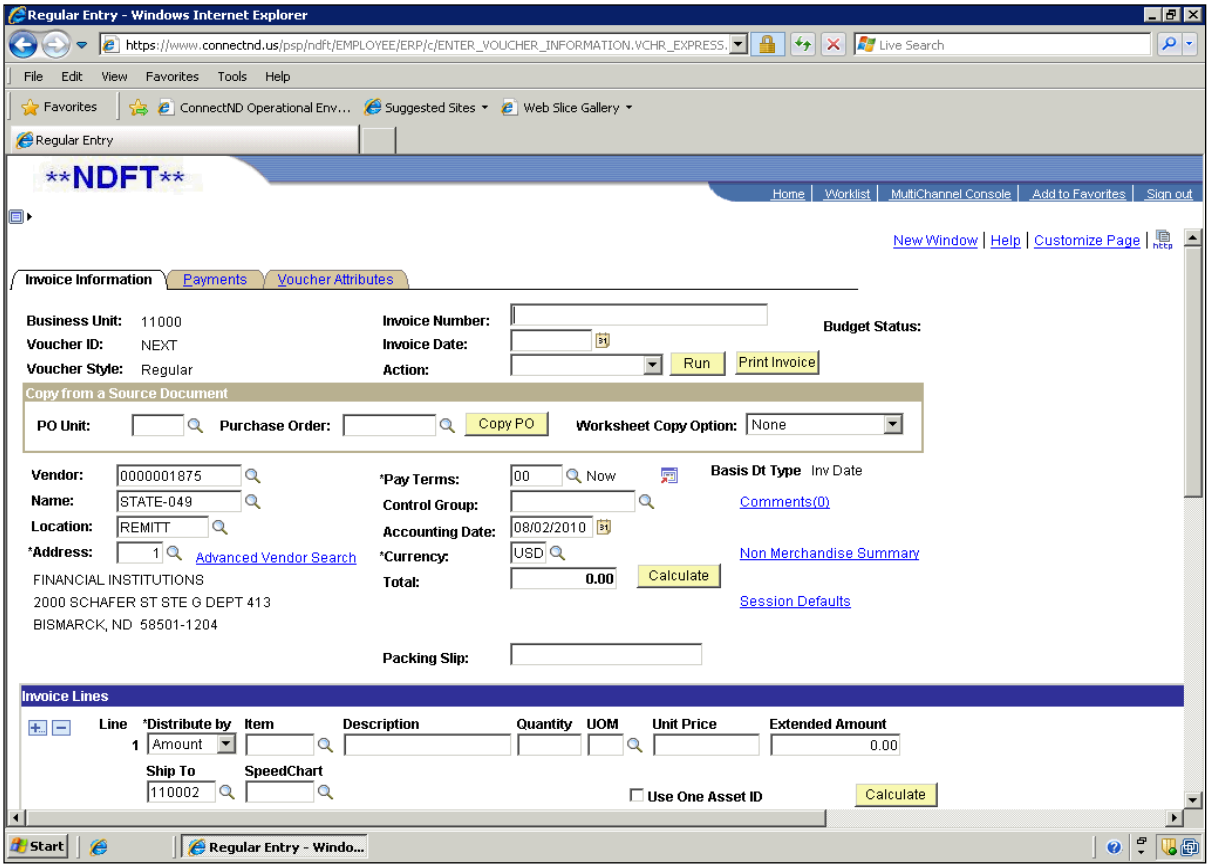
Vendor Registry recommends that voucher users select the proper vendor and location on this screen before clicking the **Add** button.

Step	Action
1.	Voucher users can look up vendors by either their Short Name or Name 1. The basic rules that Vendor Registry uses to set up vendor Short Names are: (1) Use the last name of an individual (2) Enter as much of the business name in the field as possible. Try more than one method of searching when looking for a vendor. Various examples of search methods will be shown in the following screens.
2.	Let's walk through searching by short name first. Specific groups of organizations have standard short names to search for them by a group name. This makes searching by short name the best method of finding cities in ND, a state agency, a college from the University System, or searching for an association with an acronym.

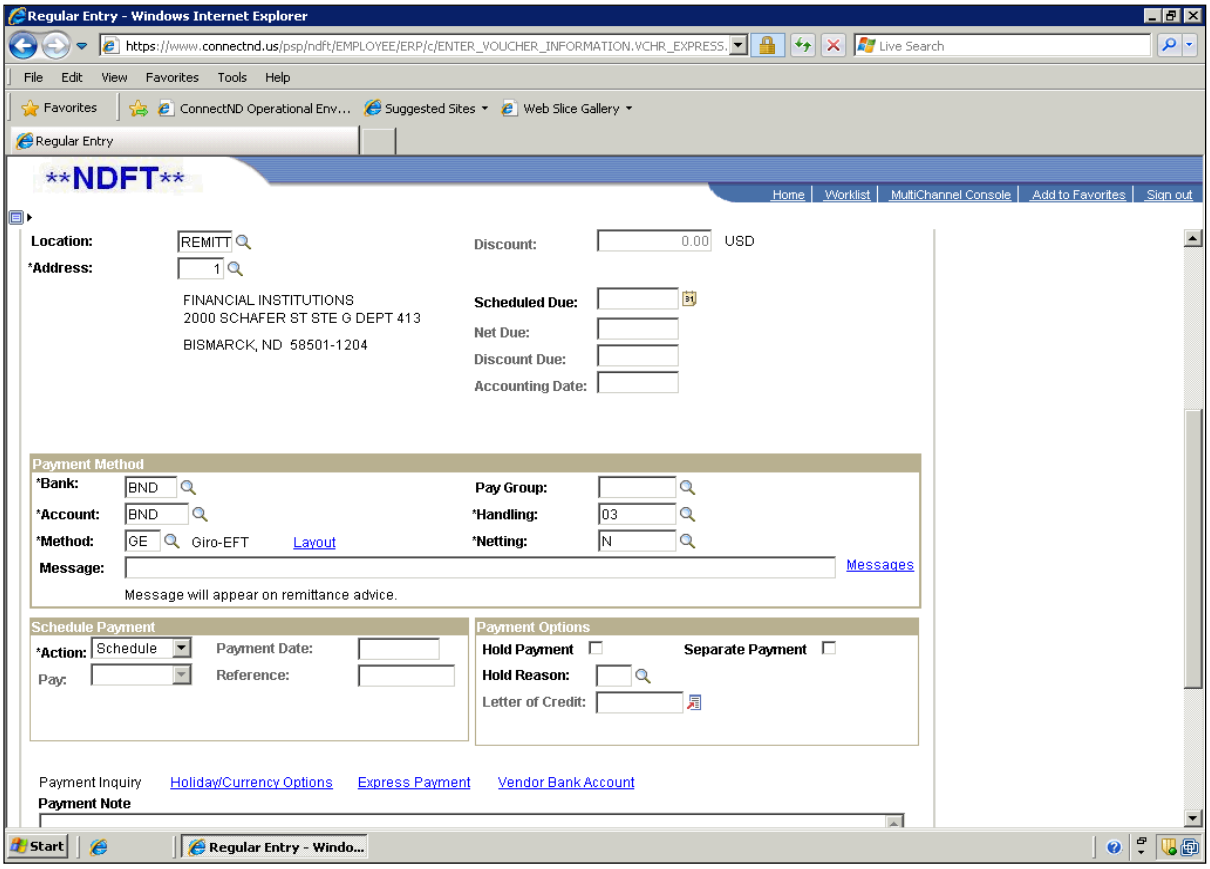


Step	Action
3.	Our first example of this will be for cities within North Dakota. Enter "**cities**" into the **Short Vendor Name** field.
4.	Click the **Look up Short Vendor Name (Alt+5)** button.
5.	If you scroll down the page, you will see that ND cities are entered with their primary name first, followed by "City of." This follows basic filing rules. To pay the City of Hardwood, you could click the **HARWOOD,CITY OF** link here. 
6.	Once the correct vendor is selected, click the **Look up Vendor Location (Alt+5)** button.
7.	This vendor has only one location as shown on this page. It is very important to select the proper location for your payments, as we will see later on. Click the **MAIN** link.

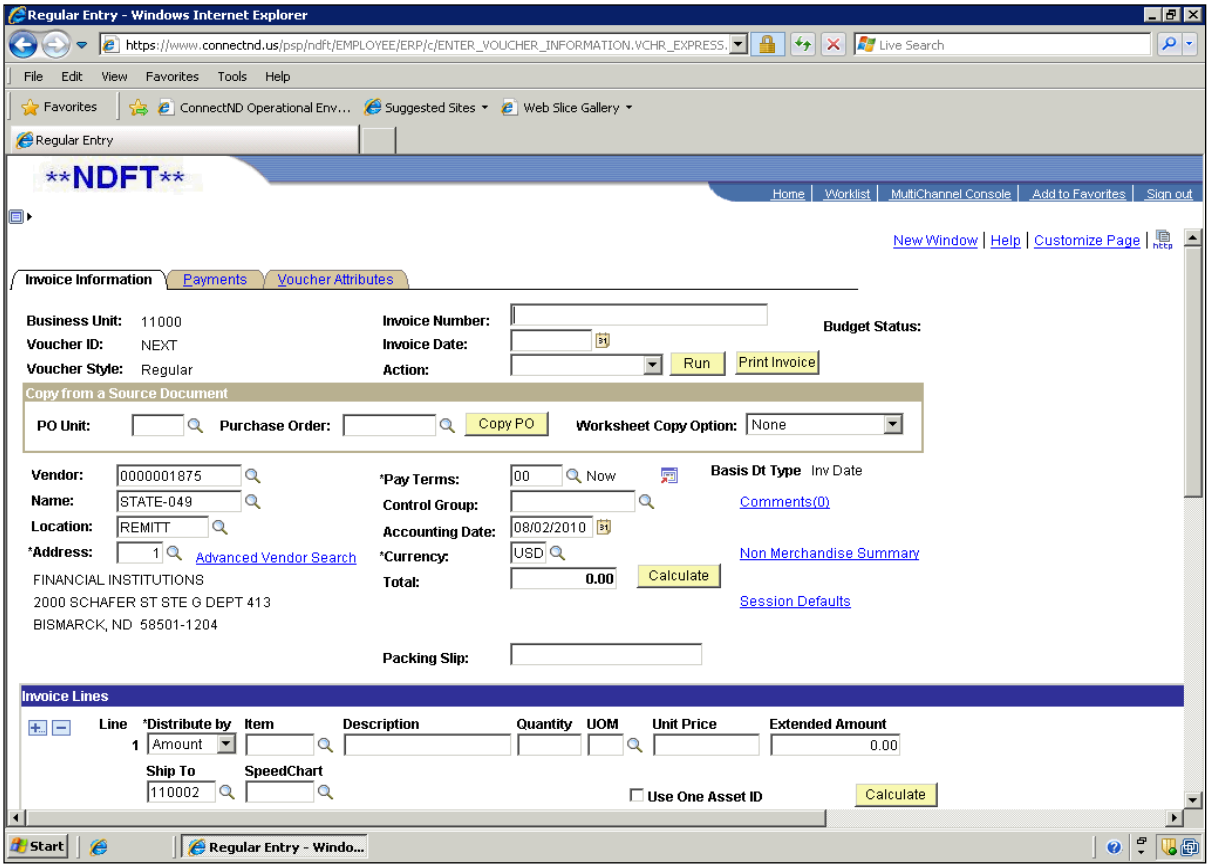
Step	Action
8.	After selecting your vendor and the proper location, continue entering as much information on this screen as you can. Since we are just walking through examples here, we are going to search for a different vendor next.
9.	State agencies often change names, but they will always have the word "**STATE**" as their Short Name. To find the Dept. of Financial Institutions, first enter "**state**" into the **Short Vendor Name** field.
10.	Click the **Look up Short Vendor Name (Alt+5)** button.
11.	To sort the vendor names alphabetically, click the **Name 1** column header.
12.	Notice that in addition to the short name of STATE, "State Farm" shows up in this search as well. Here is an example where the secondary words "Dept. of" was dropped off, and only the primary words kept. We know this vendor is a state agency, though, because of the short name. Click the **FINANCIAL INSTITUTIONS** link.
13.	Now we will see what happens when we let the location default in on this screen. Click the **Add** button.



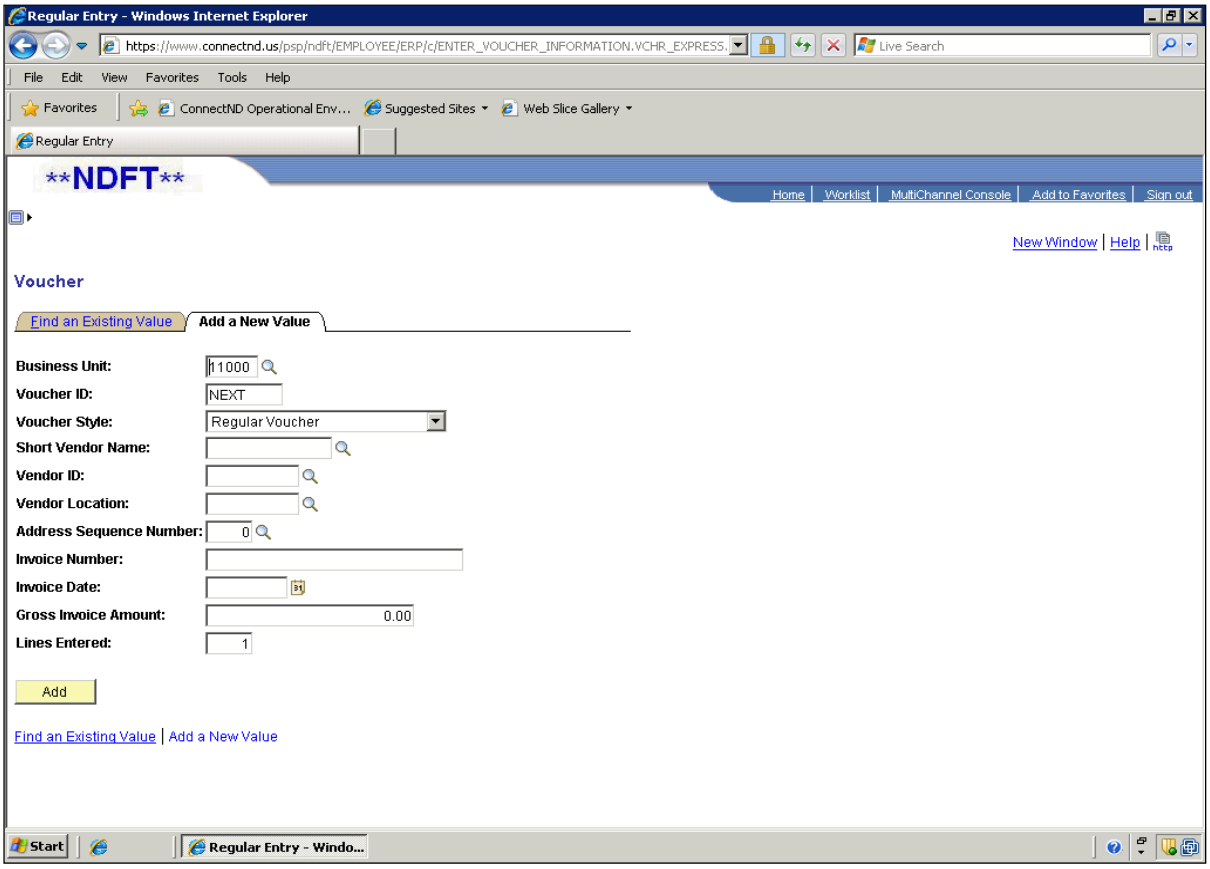
Step	Action
14.	Let's ignore the accounting information for now and click the **Payments** tab. Payments



Step	Action
15.	Because we are selecting a state agency vendor, the default location will always be set up for payment by **IDB**. IDB's will show up as "**Giro-EFT**" rather than "ACH" or "Check" in this field. That is the preferred method of payment; however, if you need to pay them by check, you will need to change the vendor Location. Click in the **Method** field to continue. GE
16.	To find the correct Location, click the **Look up Location (Alt+5)** button.
17.	Click the **REMIT-CHECK** link. REMIT-CHECK
18.	Click the **Invoice Information** tab to go back. Invoice Information

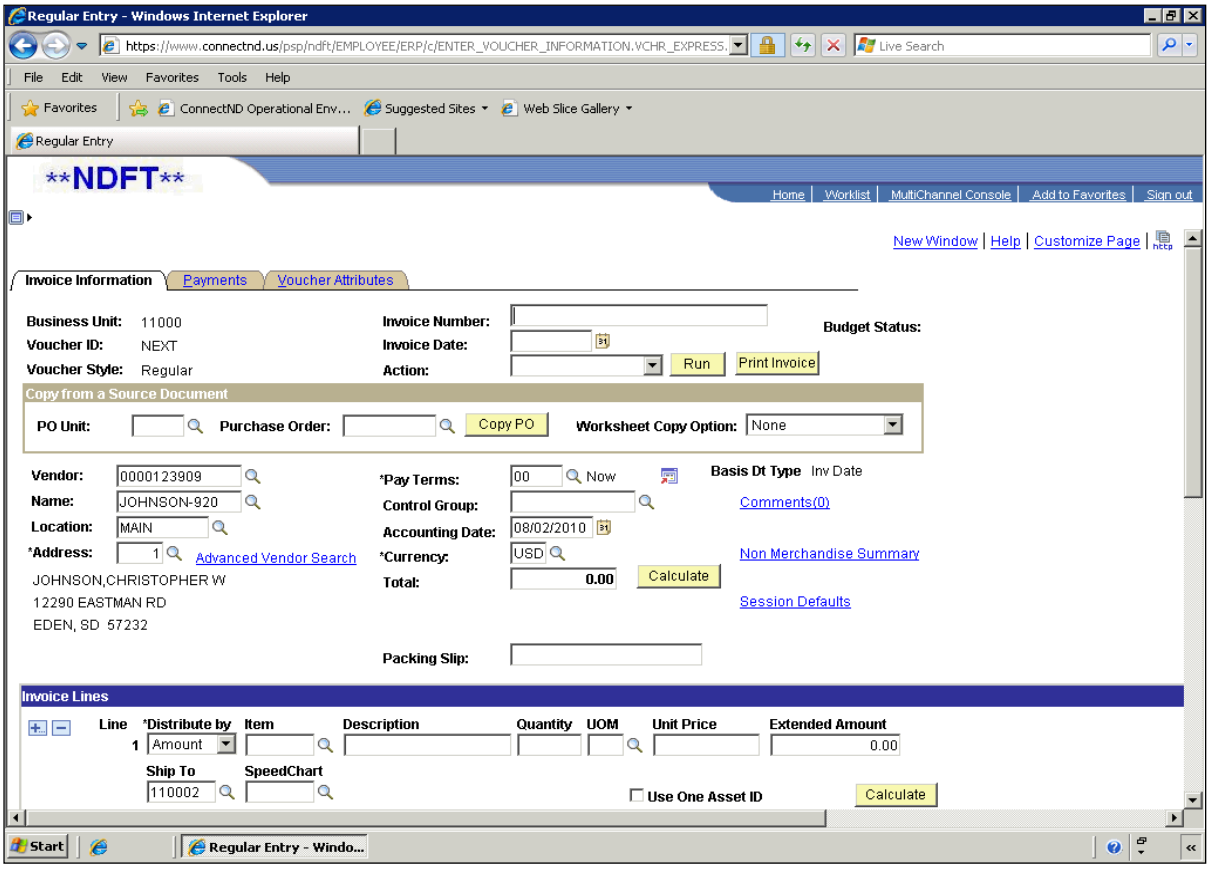


Step	Action
19.	If the correct location does not automatically fill in on this screen from the **Payments** tab, click in the **Location** field to choose the correct one here, also. REMITT
20.	**IMPORTANT:** Changing the address of a vendor will do you no good - ever. The payment method follows the Location you choose, not the address. In addition, changing the location on this screen does not always follow through to the Payment tab - you will need to check that page if you change the Location on the **Invoice Information** tab.

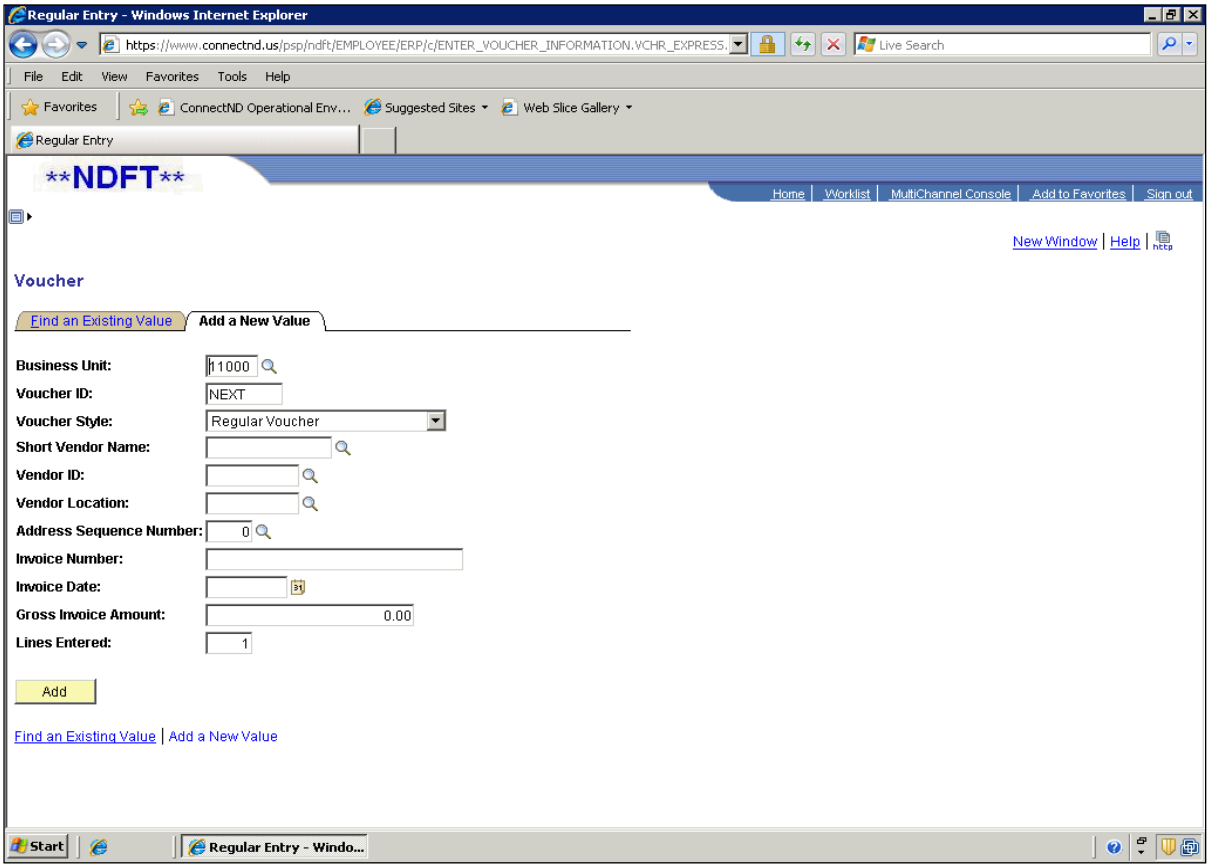


Step	Action
21.	Now let's try to find a North Dakota State University vendor. The 11 colleges in the ND University System all have their acronyms as their short names. Enter "**ndsu**" into the **Short Vendor Name** field.
22.	Click the **Look up Short Vendor Name (Alt+5)** button.
23.	Click the **Name 1** column header to sort.
24.	Sorting by Name 1 alphabetically in this case does not help you find the main vendor for NDSU -- you will see a lot of their clubs and organizations instead. If this happens, click the **Vendor ID** column header to sort by vendor number.
25.	The main college vendors <u>should</u> be set up first. Click the **NORTH DAKOTA STATE UNIVERSITY** link.

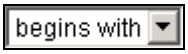
Step	Action
26.	Ready for a shock? Click the **Look up Vendor Location (Alt+5)** button.
27.	This vendor has 160 locations to choose from! Since the location names are listed alphabetically, you should be able to find the particular office you need to pay. Click the **BUSINESS OFFICE** link. BUSINESS OFFICE
28.	That is how to find a ND college or university that is part of the state University System. Next we will try to find an individual's vendor.
29.	As stated earlier, individuals have their last names as their short name. To find "*Chris Johnson*," enter "**johnson**" into the **Short Vendor Name** field.
30.	Click the **Look up Short Vendor Name (Alt+5)** button.
31.	As you scroll down the screen, you see that the short name of "Johnson" is just too generic -- there are too many vendors listed in this manner.
32.	Erase the short name of Johnson on this page - press **[Delete]**.
33.	And enter a little more information under Name 1 on the same screen. In our example, we know that we want to pay "Chris Johnson," but we don't know if he goes by Chris or Christopher. To keep your search broad, enter "**johnson,c**" into the **Name 1** field.
34.	Click the **Look Up** button.
35.	Here we can see that there are two Chris's, two Christine's and two Christophers! Click the **JOHNSON,CHRISTOPHER W** link. [**NOTE:** There is never a space between the comma and the first name, so you should not try search with a space either.] JOHNSON,CHRISTOPHER W
36.	The name looks right, but to make sure we have the correct Christopher, click the **Look up Vendor Location (Alt+5)** button.
37.	This screen doesn't give us enough information. We know he doesn't live in Grand Forks, so click the **MAIN** link. MAIN
38.	Another way to make sure you have the correct individual is to verify the address on the next screen. Click the **Add** button.

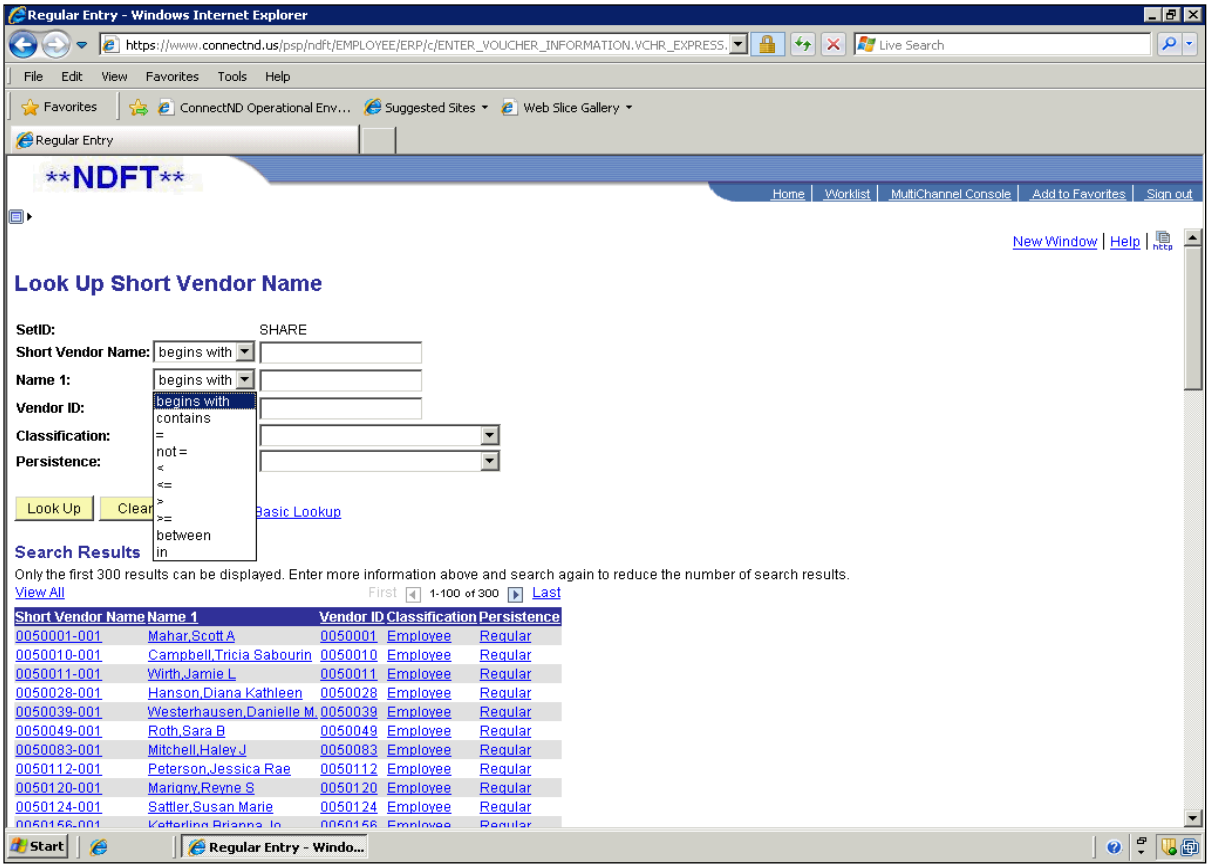


Step	Action
39.	This address matches our information. Click the **EDEN, SD 57232** object to continue learning how to search for vendors. EDEN, SD 57232

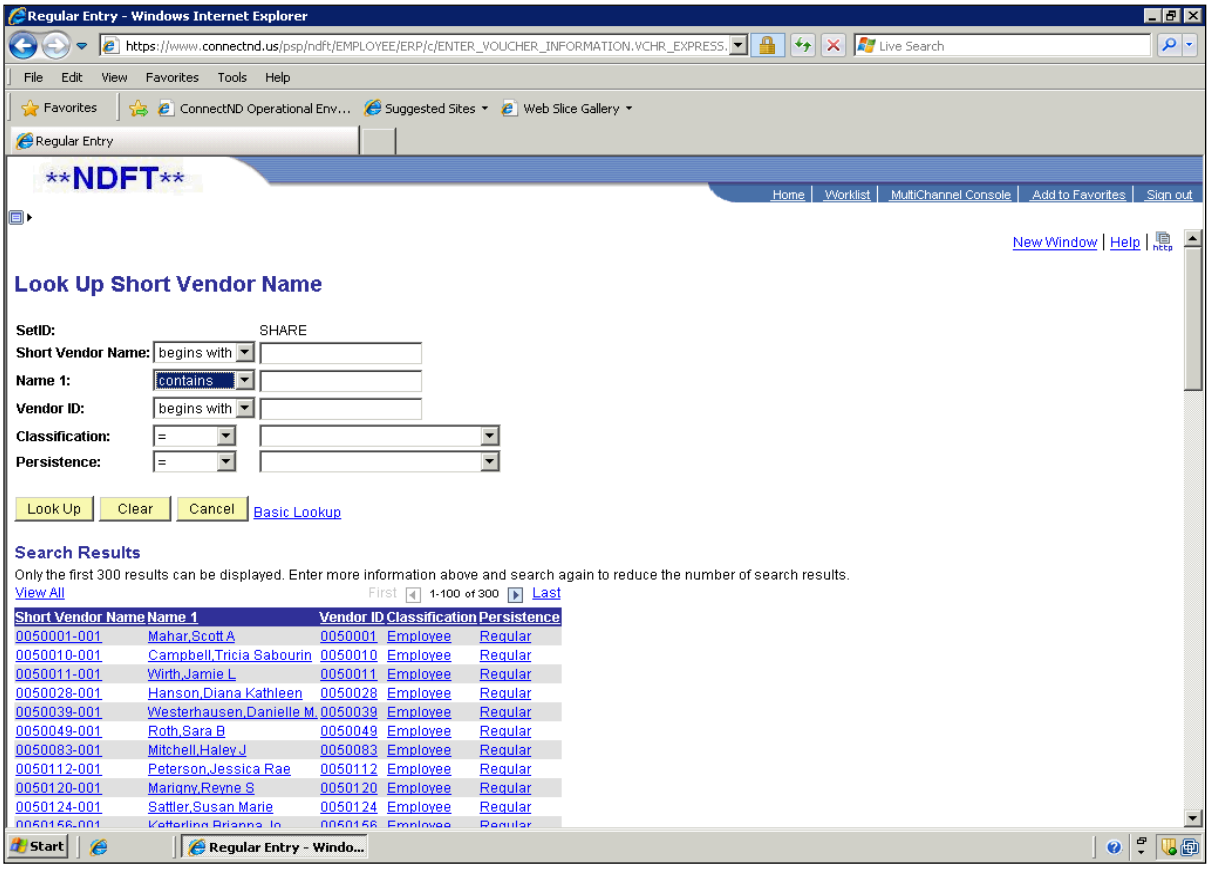


Step	Action
40.	You can use the look up function here without entering anything as a Short Vendor Name first. Click the **Look up Short Vendor Name (Alt+5)** button.
41.	Sometimes it is hard to know the exact name a vendor goes by. For example, Midcontinent Communications is also referred to as "**Midco**." We advise keeping your search criteria short and sweet to find your vendor. Enter "**midco**" into the **Name 1** field.
42.	Click the **Look Up** button.
43.	By doing that we will find two other vendors that begin with "Midco," but Midcontinent Business Solutions shows up as the one we want to pay. Next let's try to find Brown & Saenger. Enter "**brown**" into the **Name 1** field.
44.	Click the **Look Up** button.

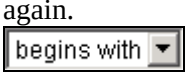
Step	Action
45.	Since "Saenger" is often misspelled by users, this is another example how entering just "Brown" will help you find the right vendor. Click the **BROWN & SAENGER** link to continue.
46.	Now we need to see what happens with associations and acronyms. Enter "**nace**" into the **Short Vendor Name** field.
47.	**Acronyms**: The world is filling up with them. Because so many organizations share the same acronym, Vendor Registry does not use them in the Name 1 field. They will enter acronyms as a short name, however. In this example, we want to find a group that calls itself NACE. Click the **Look up Short Vendor Name (Alt+5)** button.
48.	Look at the three vendors listed below. The acronym of NACE can mean very different things! By using the complete name in **Name 1**, users can find the correct association to pay.
49.	This time we want to find the American Association of Cereal Chemists to pay. We can first enter the **Short Vendor Name** of "**AACC**".
50.	That is one way to find this vendor. Point to the **AMERICAN ASSOCIATION OF CEREAL CHEMISTS** link.
51.	Another way is to search by the primary name within Name 1. Click the **Name 1** list to move forward. 

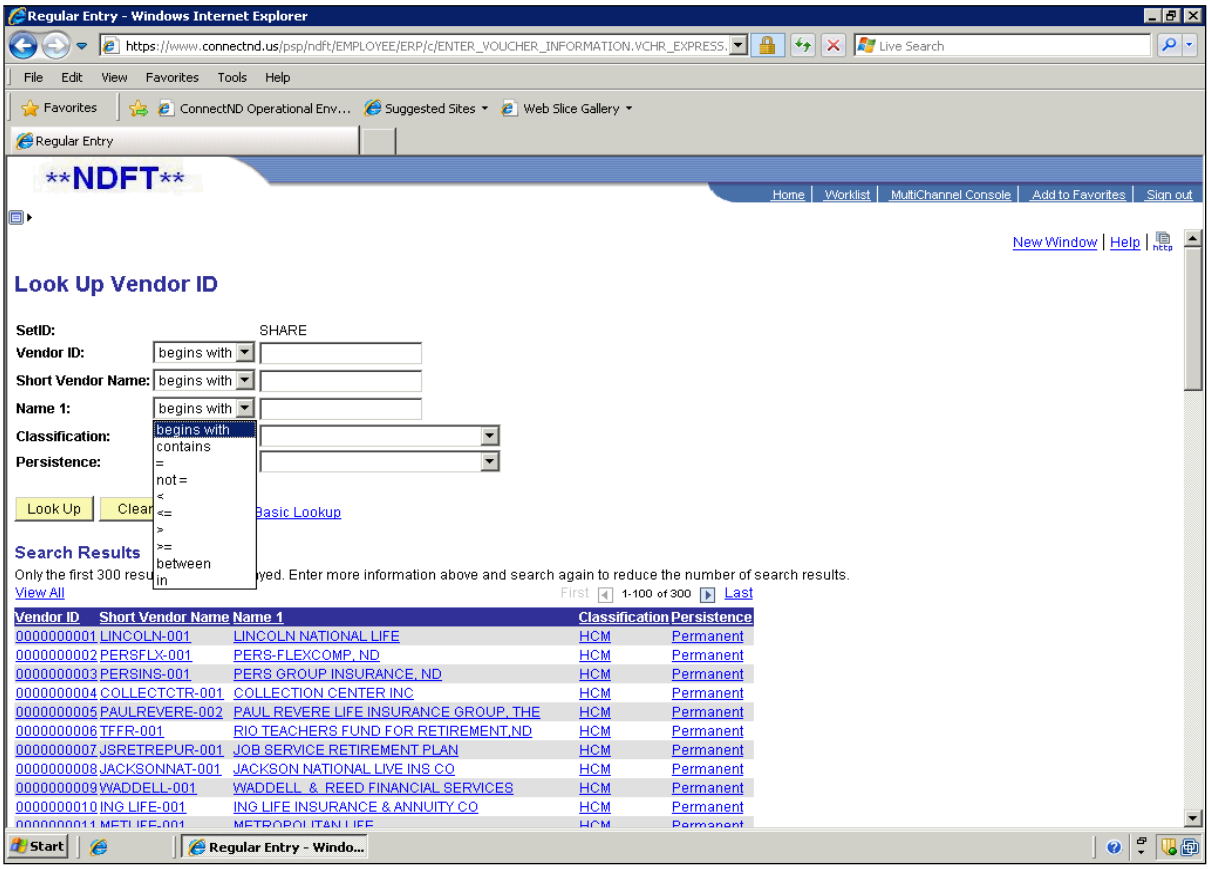


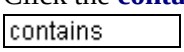
Step	Action
52.	Click the **contains** list item. contains

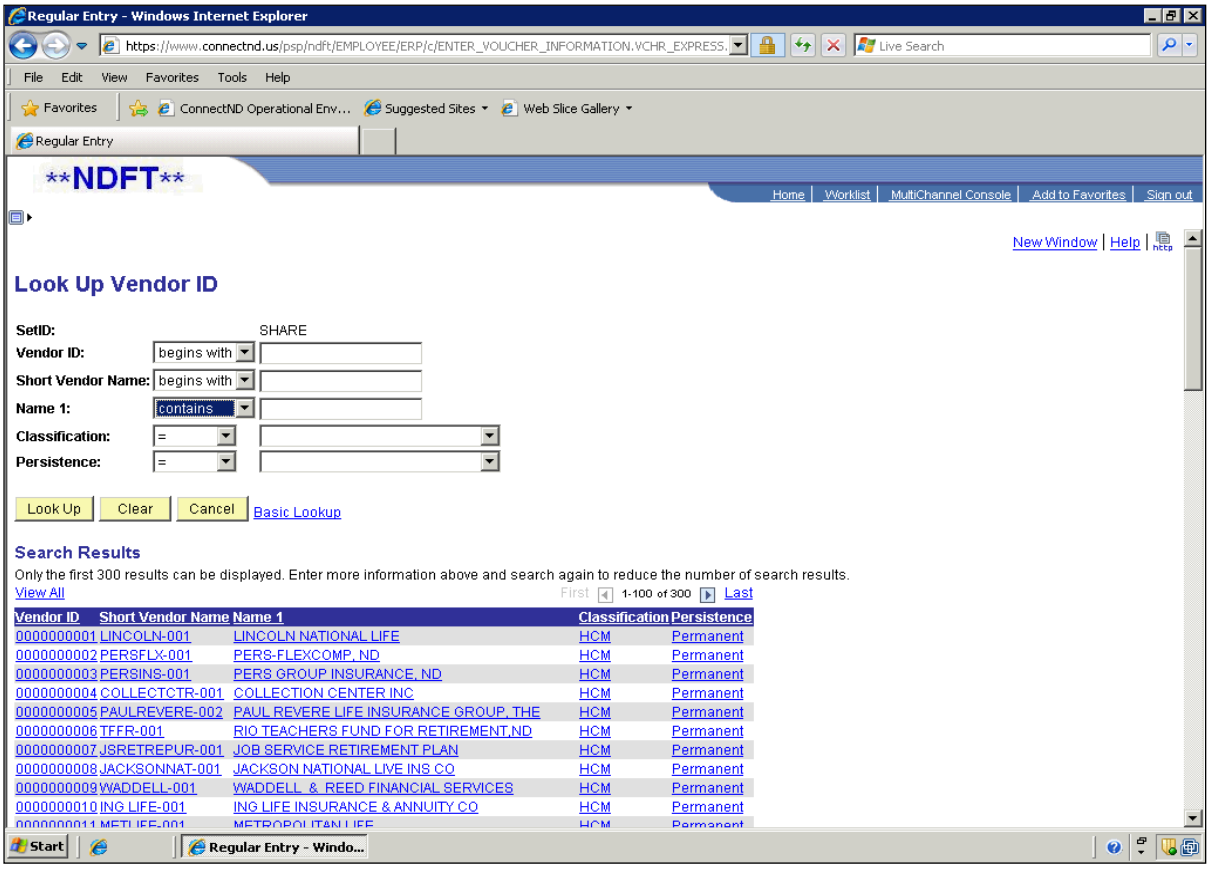


Step	Action
53.	Enter the primary word of the vendor's name into the **Name 1** field. Enter "**CEREAL**".
54.	Click the **Look Up** button. Look Up
55.	Using the "contains" attribute can help you find all sorts of vendors. Click the **AMERICAN ASSOCIATION OF CEREAL CHEMISTS** link to continue. AMERICAN ASSOCIATION OF CEREAL CHEMISTS
56.	We're almost done, but we need to learn one more very important lesson about vendor names. Click the **Look up Vendor ID (Alt+5)** button.

Step	Action
57.	**NOTE:** Because so many vendors begin with the same name, Vendor Registry determined that the following list of words would <u>not</u> be used at the beginning of a vendor name: --North Dakota or ND --Association of --Society of --National So to find an association by primary words, click the **Name 1** list to find "contains" again. 



Step	Action
58.	Click the **contains** list item. 



Step	Action
59.	Enter "**COUNTY ENGINEER**"into the **Name 1** field.
60.	**SIDE NOTE**: Do you see the letters "HCM" under the heading of '**Classification**' on the search results? **Never** select an HCM vendor for a regular agency voucher. Those vendors are established for use by OMB and PERS payroll offices only. Click the **Look Up** button to continue our topic. Look Up
61.	This is a perfect example of what we have been talking about. Two associations showed up using these primary words, the state association and the national one. Notice that the words "National" and "ND" will follow the primary words after a comma. The acronyms are slightly different in the Short Name column. Click the **COUNTY ENGINEERS,NATIONAL ASSN OF** link to continue. COUNTY ENGINEERS,NATIONAL ASSN OF

Step	Action
62.	Thank you for walking through these search methods. The ability to find the vendor you need will save you and the Vendor Registry office so much time rather than submitting a request for a new vendor. If you cannot find a vendor using these methods, please assume that the vendor does not exist and collect a W-9 from the vendor. Vendor Registry will not set up a new vendor without this form. Use one of the forms from our website (**http://www.nd.gov/vr/registration/busreg.html**), then submit a request to **spovendor@nd.gov** when you have the signed W-9 collected from the vendor. **End of Procedure.**

ST 4.2.2 - Choosing the Correct Location in Vouchers

Choose the Correct Location in Vouchers

The **Location,** not the address, determines how a vendor will be paid in voucher. The Location contains the correct method of payment (ACH or check) plus it is set up to be reportable or not, as the situation warrants. Once the voucher enterer has determined what they are paying the vendor for (services or supplies), the next step is to find the correct location.

For more information on this topic, please see the website at http://www.nd.gov/vr/1099/choosing-correct-location.pdf (http://www.nd.gov/vr/1099/choosing-correct-location.pdf)

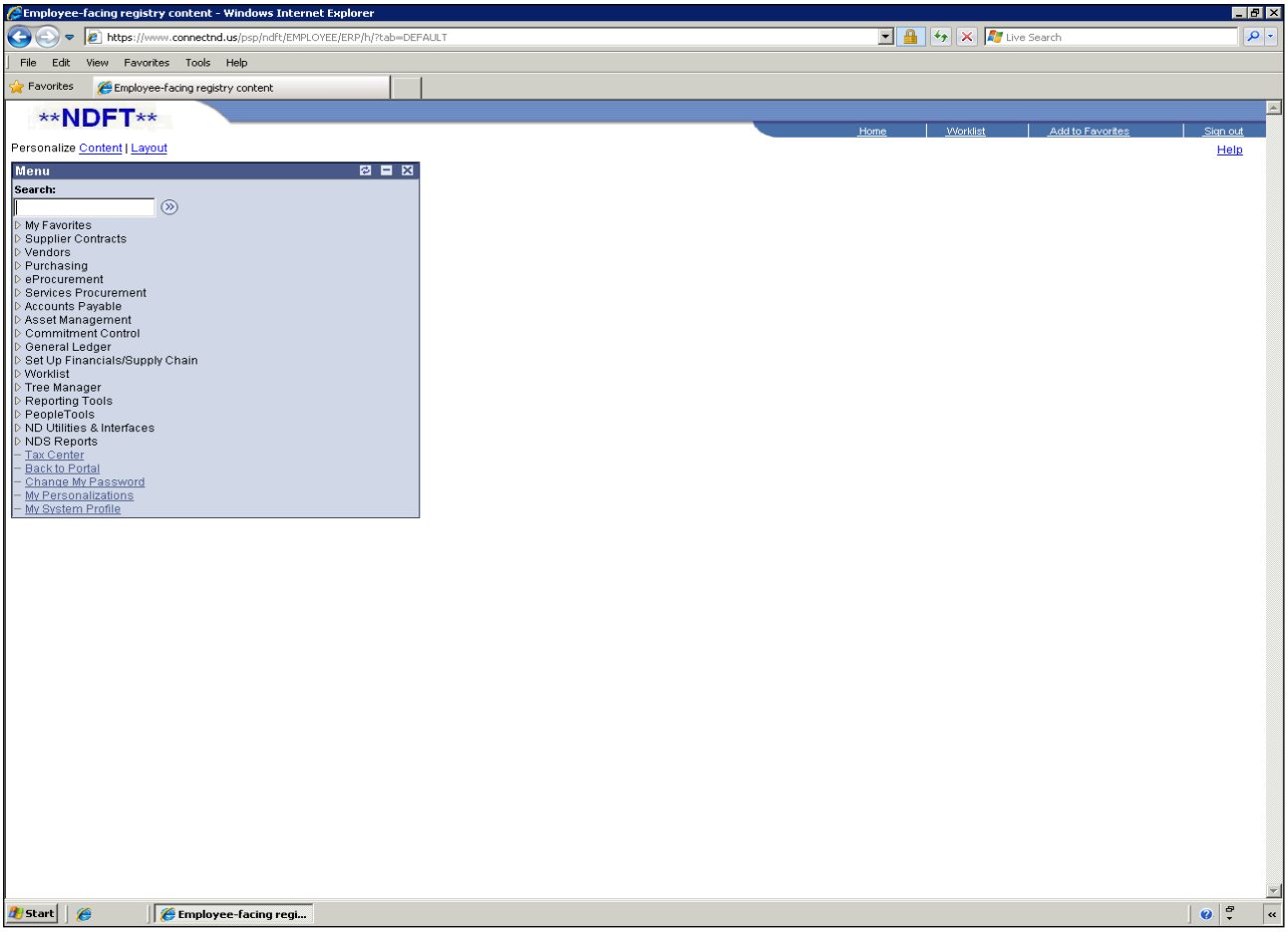
Key Words:

location
locations
reportable
non-reportable
nonreportable

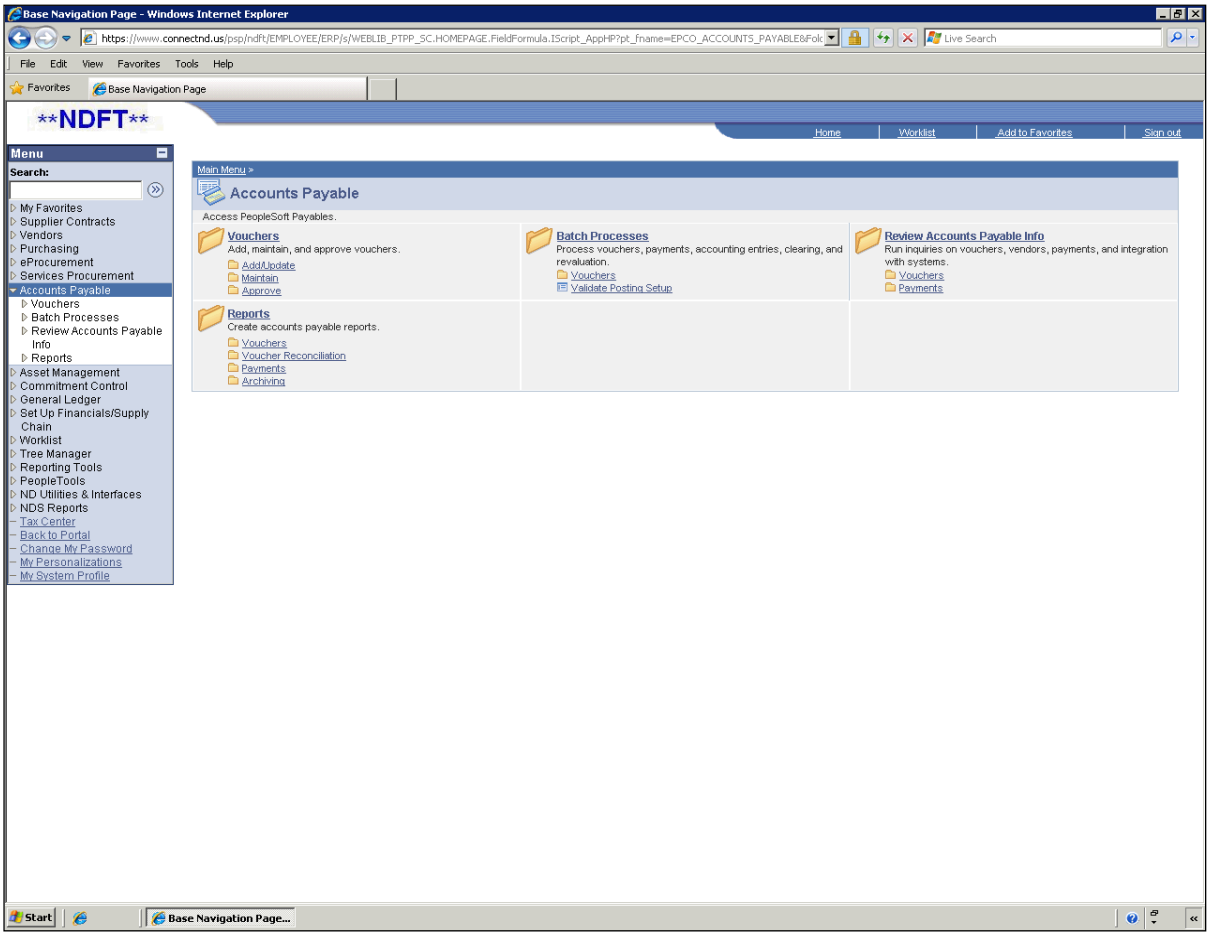
Version 1 dated 07/22/2010.

Procedure

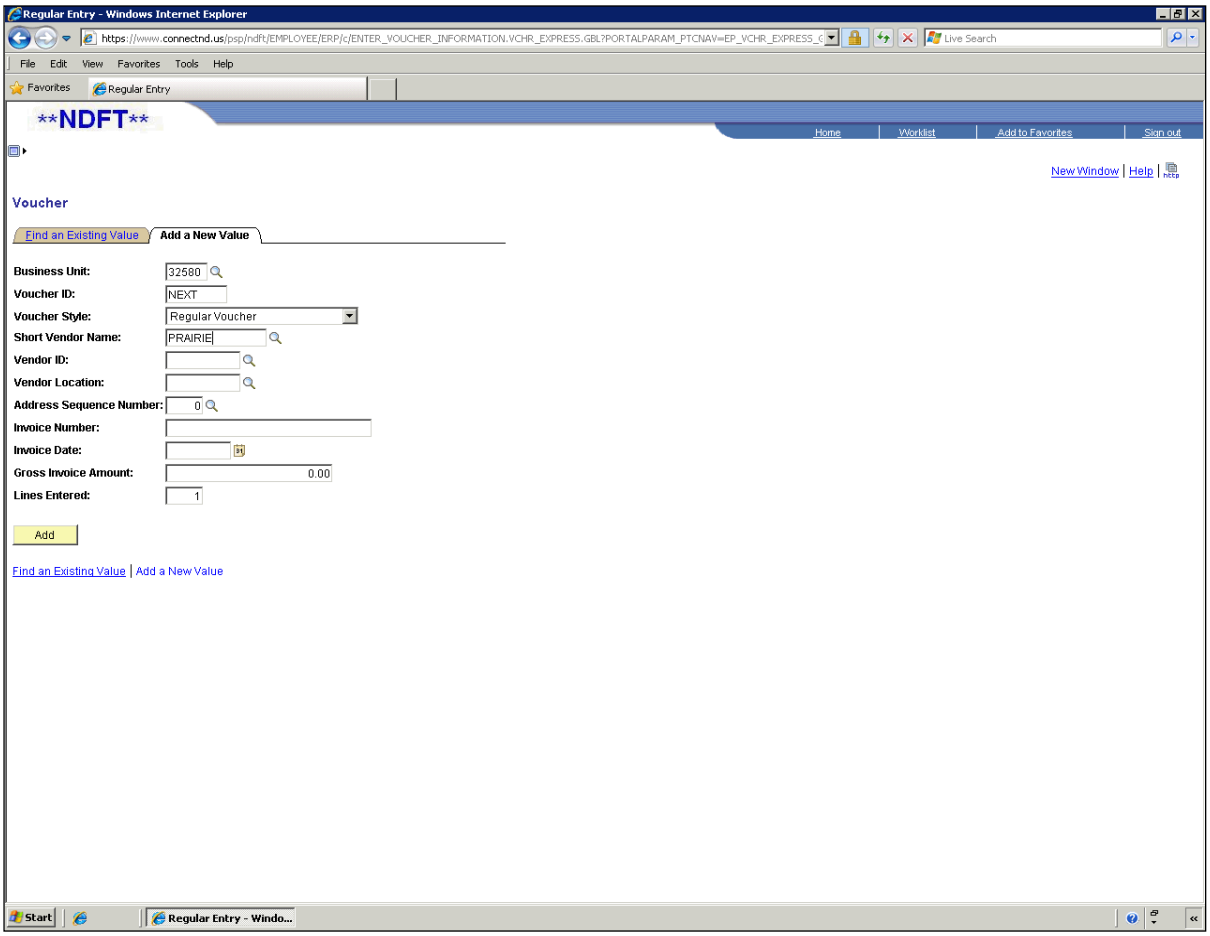
This topic covers two scenarios that demonstrate the importance of choosing the correct location when paying a vendor.



Step	Action
1.	Click the **Accounts Payable** link. ▷ Accounts Payable

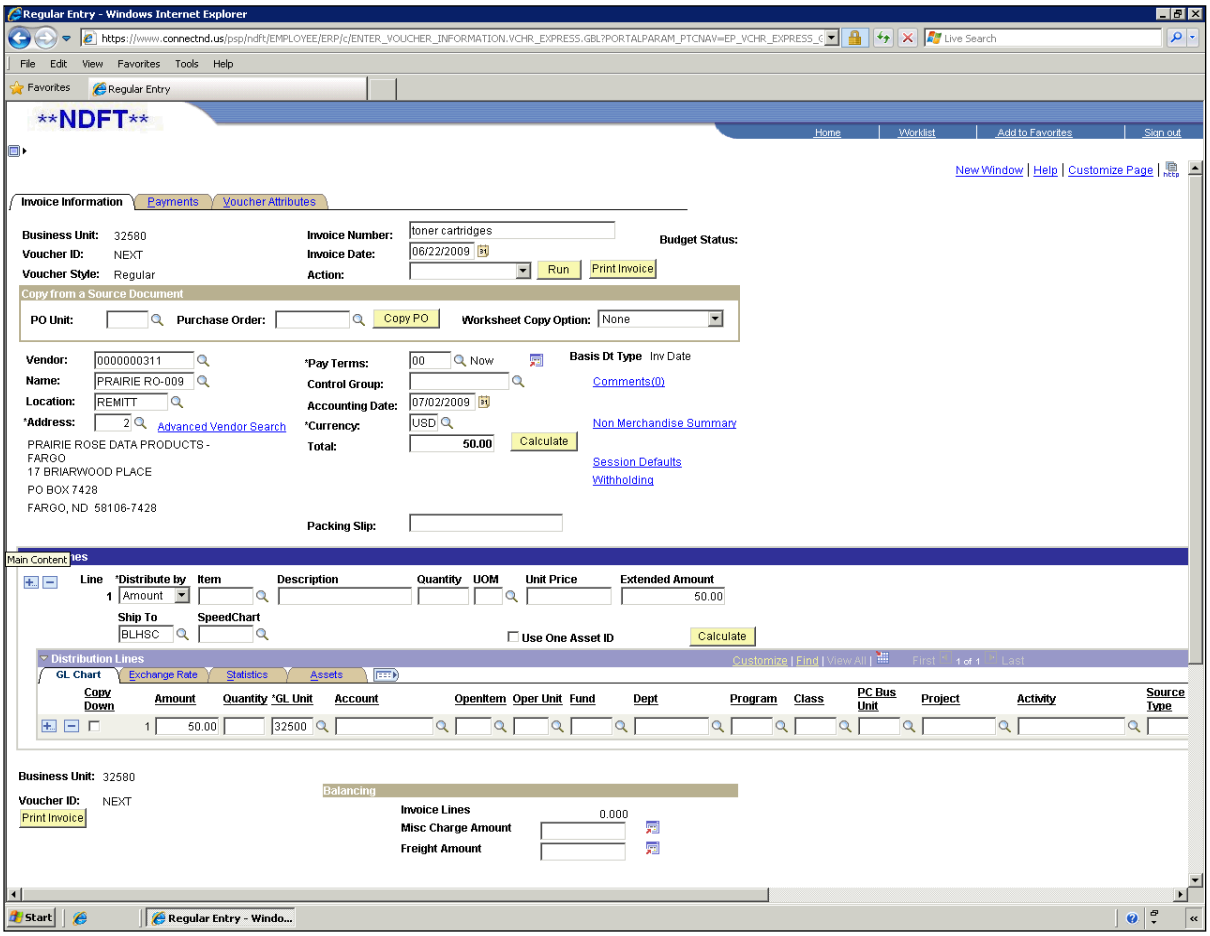


Step	Action
2.	Click the **Vouchers** link. Vouchers
3.	Click the **Regular Entry** link. Regular Entry

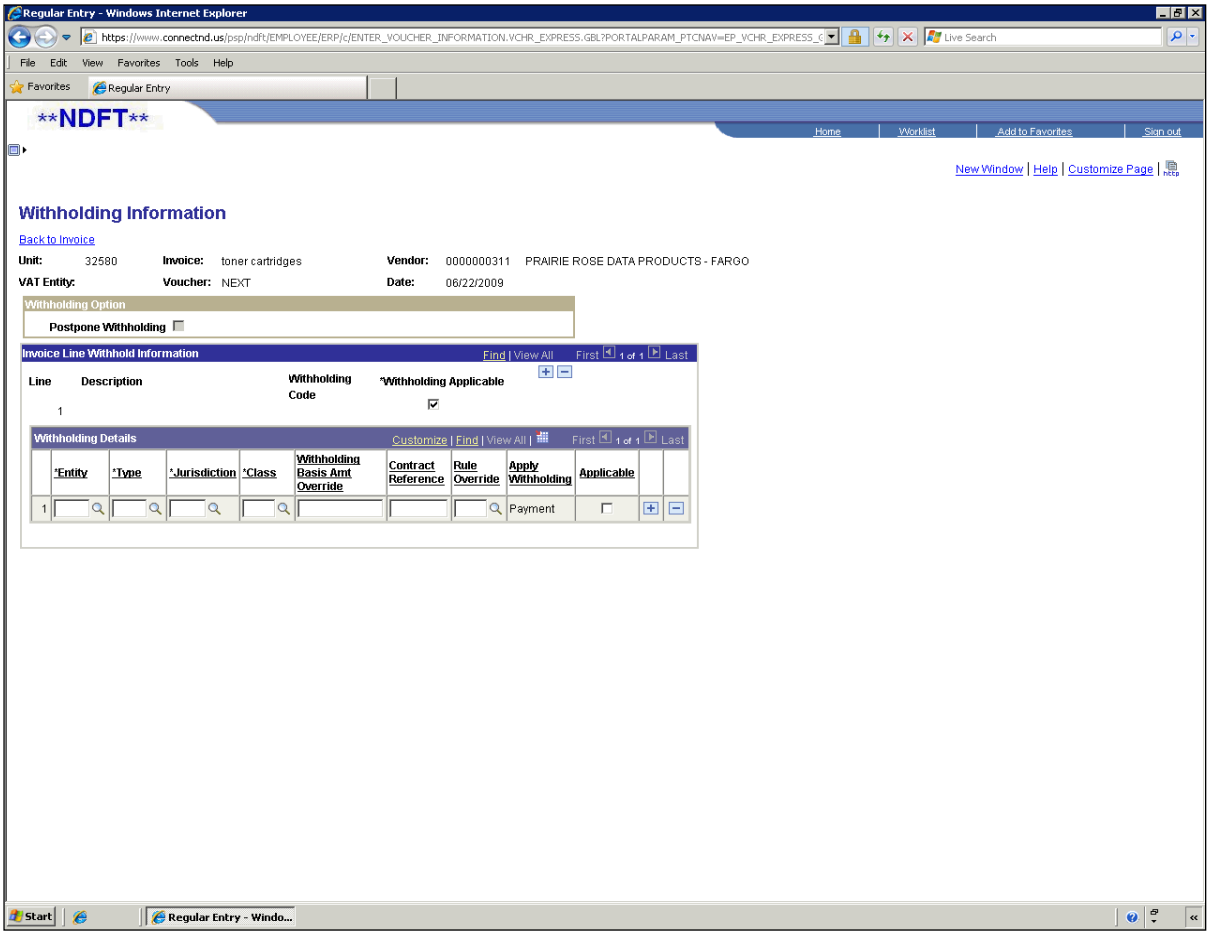


Step	Action
4.	In this example, we are going to pay a REPORTABLE vendor for NON-REPORTABLE goods. Click the **Look up Short Vendor Name (Alt+5)** button to search on "Prairie."
5.	You may have to scroll down the page to find the vendor name you need.
6.	Click the **PRAIRIE ROSE DATA PRODUCTS - FARGO** link.
7.	Click the **Look up Vendor Location (Alt+5)** button.
8.	As you can see, there are four locations set up for various payments. For this voucher, click the **1099 NON-REPORTABLE SUPPLIES** link.
9.	Enter the invoice information as usual into the **Invoice Number** field. For this example, enter "**toner cartridges**".

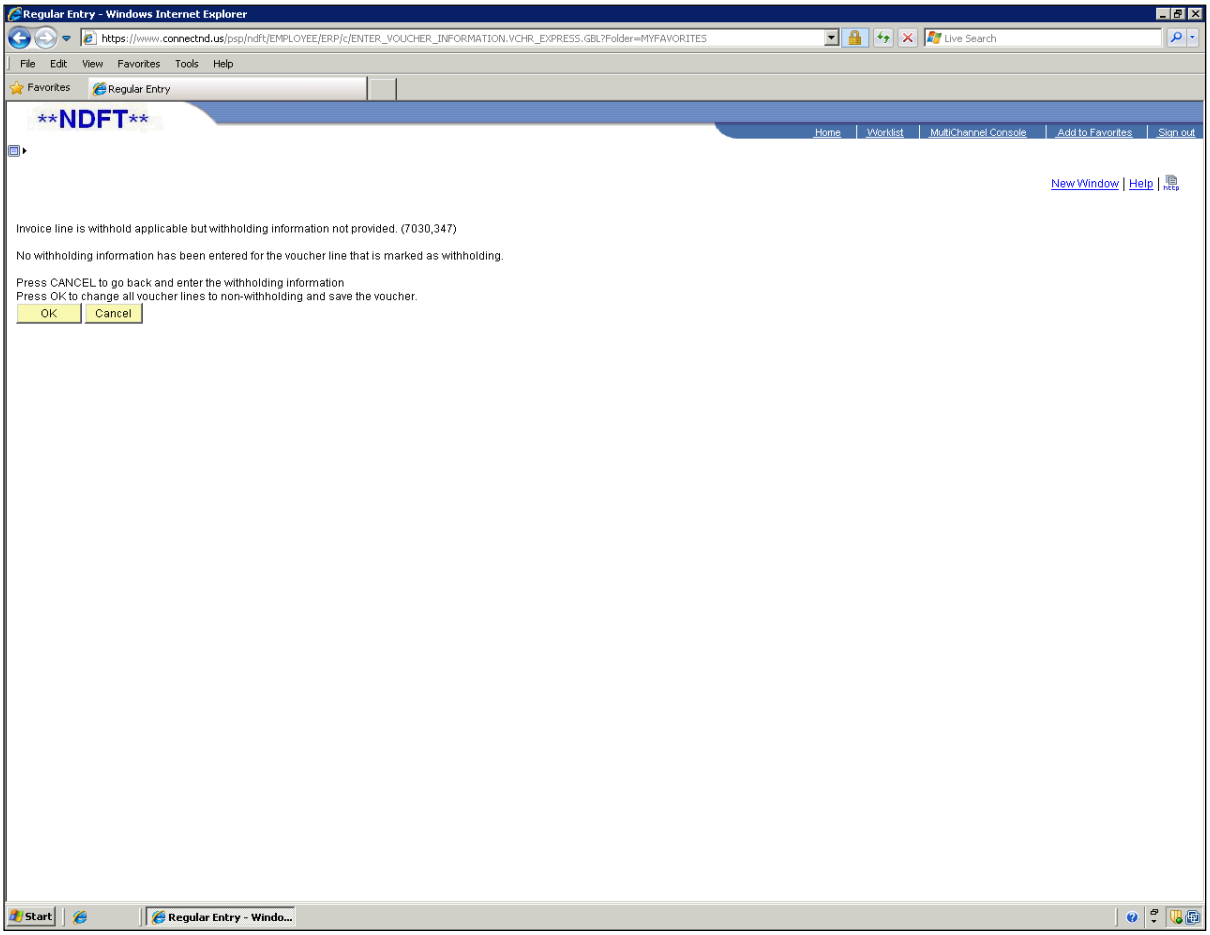
Step	Action
10.	Enter "**50.00**" into the **Gross Invoice Amount** field.
11.	Click the **Add** button. Add

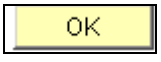


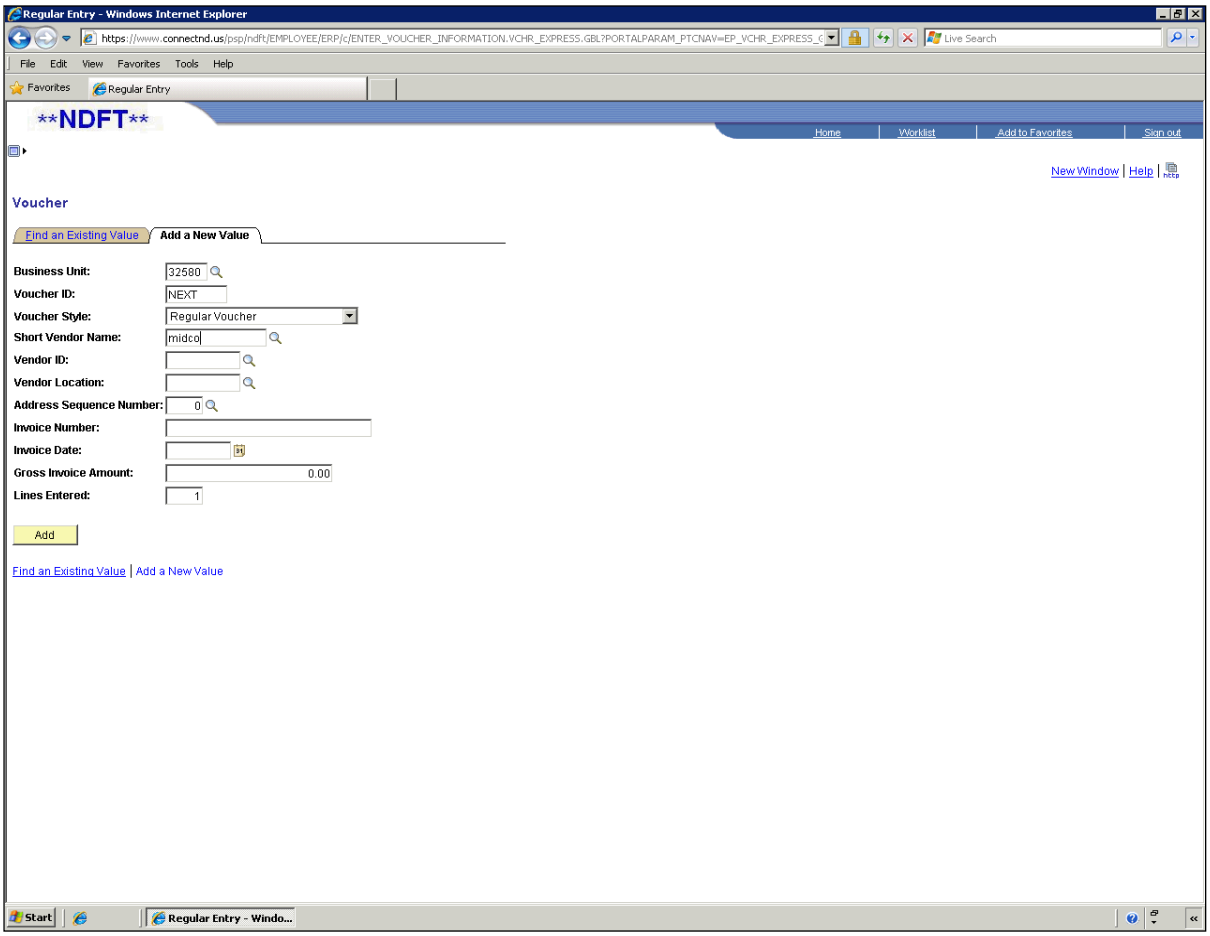
Step	Action
12.	The **Withholding** link is going to show up even though you selected the right location, because the vendor itself is reportable. Click this link to make sure that your voucher will report correctly (or not). Withholding



Step	Action
13.	Because you selected a location that was set up as "non-reportable," the **Withholding Details** on this screen are blank. That is what you want to see when you are purchasing goods or commodities. Click the **Back to Invoice** link after verifying that everything looks correct. Back to Invoice
14.	Whenever you are using a non-reportable location on a reportable vendor, you will receive an error message like the one on the following page.

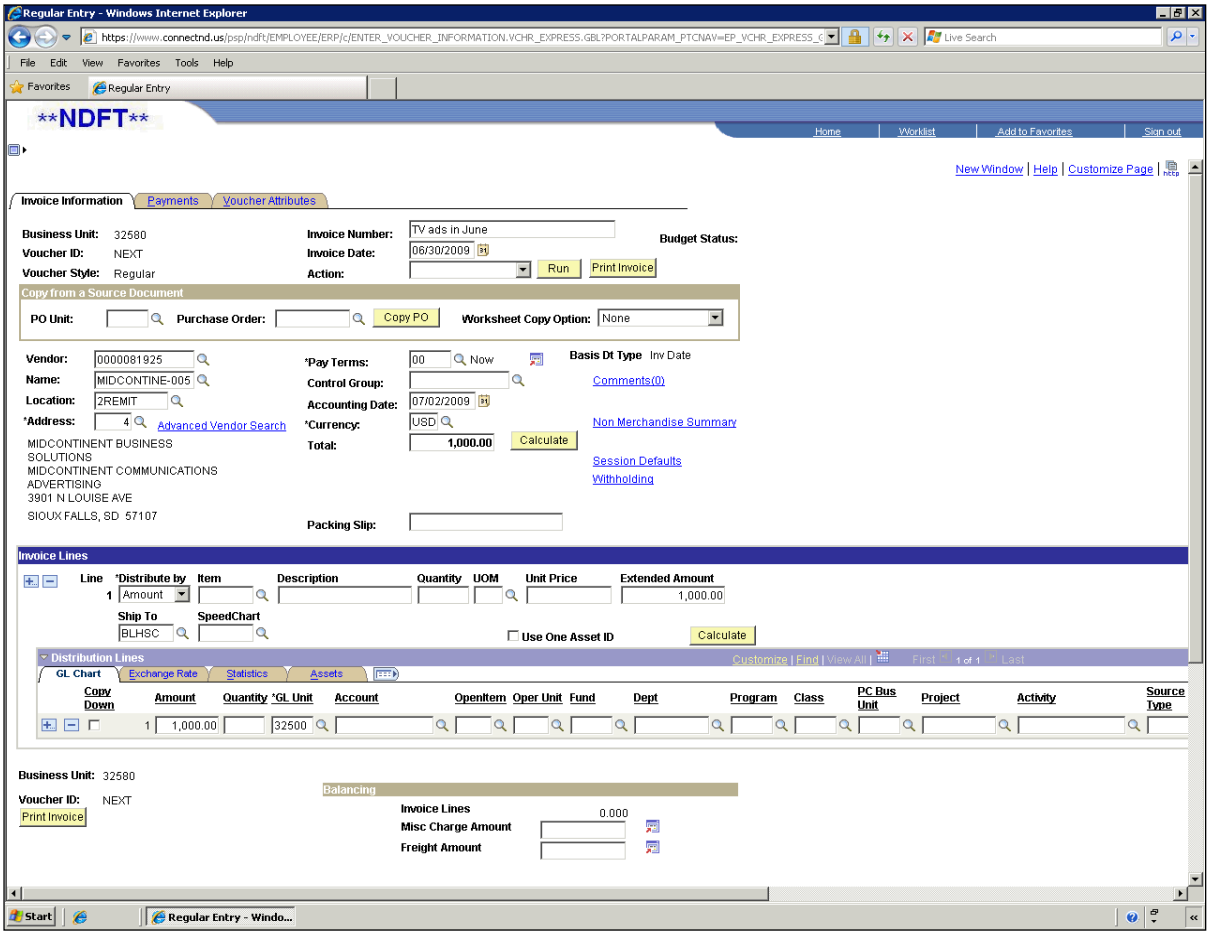


Step	Action
15.	This warning message will appear when saving a voucher where there is a withholding link with the actual 1099 information removed, like in our current example. The system is giving you the option of going back to enter the missing withholding information - by clicking **CANCEL** - or keeping the voucher lines as non-withholding - by clicking **OK.** Since we do not want reporting on this voucher, click the **OK** button. 
16.	This next example will show how a reportable vendor (Midcontinent Business Solutions) can have a variety of reportable and non-reportable locations to choose from.

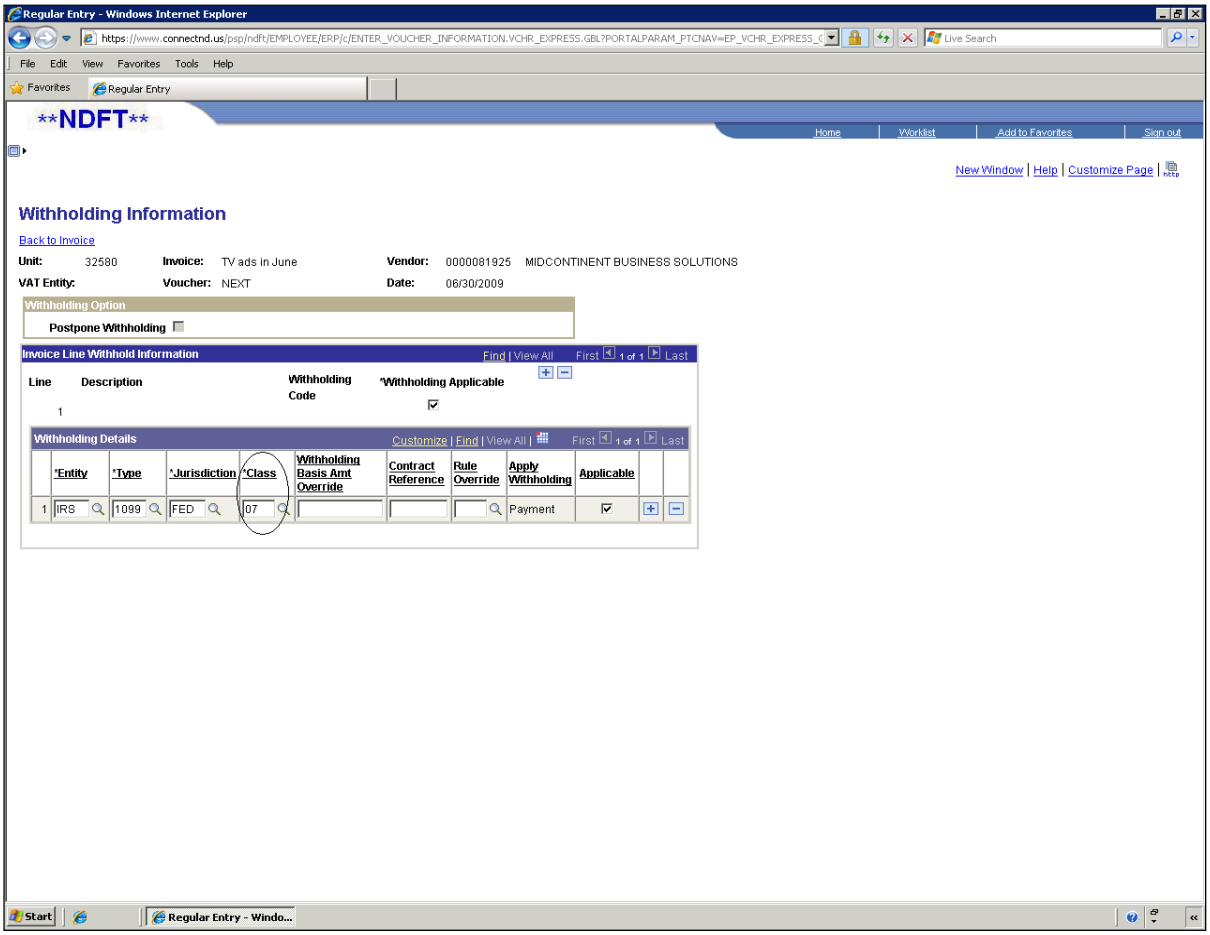


Step	Action
17.	Click the **Look up Short Vendor Name (Alt+5)** button to search on "midco."
18.	Click the **MIDCONTINENT BUSINESS SOLUTIONS** link.
19.	Click the **Look up Vendor Location (Alt+5)** button.

Step	Action
20.	There are three locations on this screen that most users should never select: 1. MAIN - this one tells you to select another location. 2. 614291 - If you do not work for Voc Rehab, you will never use this. 3. BIDS - This is for the bidder system information only, not payments. Therefore, your only payment choices for this vendor are: 1. **1099REPORT** - For services other than advertising. 2. **2REMIT** - Midcontinent wants their advertising payments to go to a specific address, so you would select this location for advertising bills. 3. **REMIT** - Non reportable payments for utilities (monthly cable) or supplies. Click the **ADVERTISING-3901 N LOUISE AVE** link on 2REMIT for this topic.
21.	Enter "**1000.00**" into the **Gross Invoice Amount** field.
22.	Click the **Add** button.



Step	Action
23.	Because the **Withholding** link appears, we will want to make sure that the screen is set up correctly for our payment. Withholding



Step	Action
24.	This page shows that the location we selected is set up for reporting on withholding class 07 as it should be for advertising expenses.Click the **Back to Invoice** link. Back to Invoice
25.	After checking the withholding link, users would normally budget check the voucher and continue processing it for payment. We will stop here for this topic.
26.	You have just seen a variety of ways to select the proper location for your vouchers. These instructions demonstrate how important this is for entering vouchers correctly. It will also save time when it comes to cleaning up your agency's 1099-MISC reporting. **End of Procedure.**

ST 4.2.3 - Paying State Employees

Paying State Employees

Specific rules are to be followed when making all payments to employees:

- When using PeopleSoft Financials, a "state employee" is defined as a worker employed by a state agency on the PeopleSoft payroll system and who has been assigned an employee ID (EMPL ID).
- Even though a worker is employed by a state agency other than the one making the reimbursement, that worker is still considered a "state employee."
- All payments to employees of state agencies are to be made using the EMPL ID.
- This rule does not apply to employees of the ND University System, however. Please contact Vendor Registry at spovendor@nd.gov to request a separate vendor number to be set up for a Higher Ed employee.
- If a payment to an employee needs to be reported on a 1099, regardless of the dollar amount, a second location called **1099** will be added to the employee's vendor that will allow reporting.
- The default location will remain HOME as entered automatically through Payroll. You can choose the correct location while entering the voucher. This topic will walk the user through the various options.

There is much more information on this topic available at: (http://www.nd.gov/vr/docs/1099-payments-to-ee.pdf). Please refer to that website as well.

Key Words:

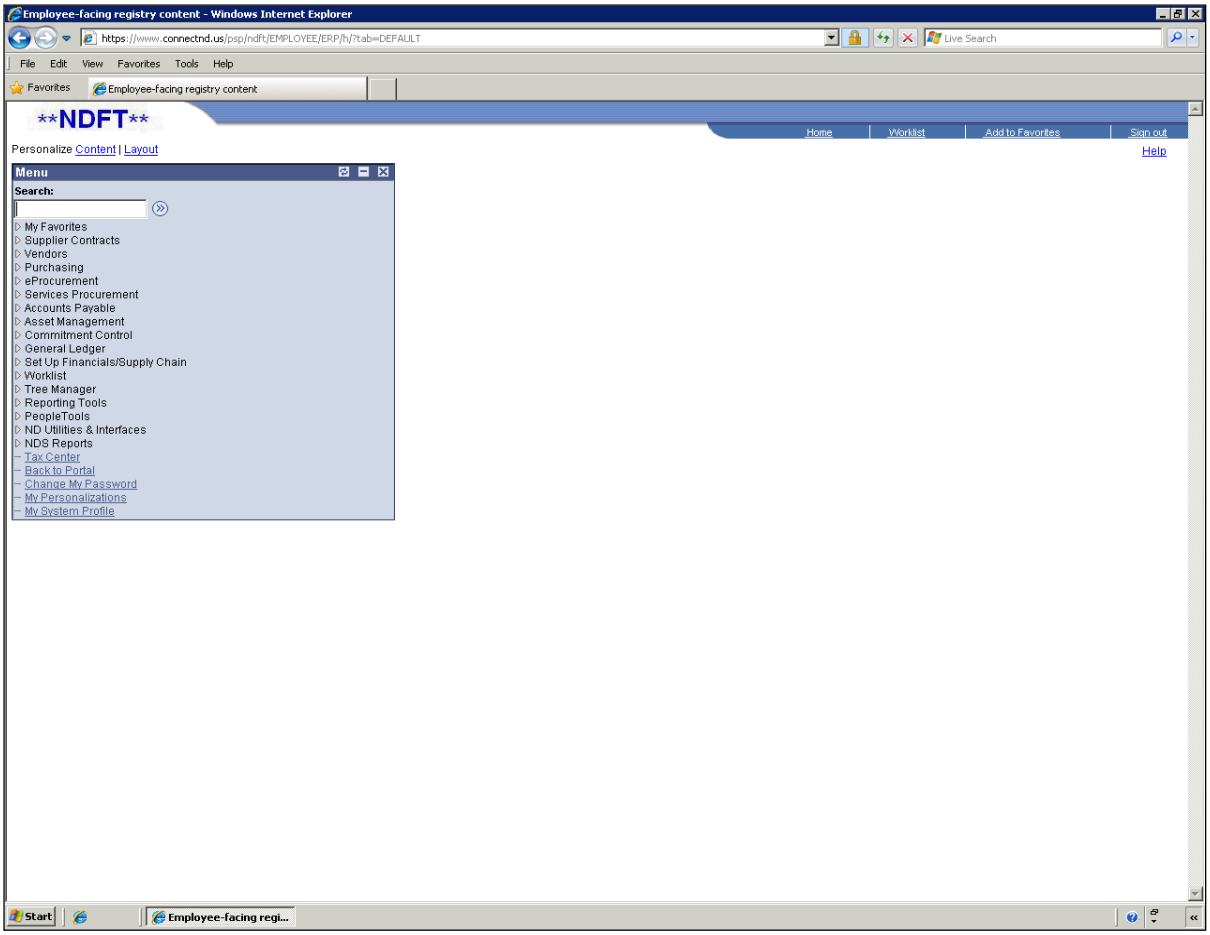
location
locations
reportable
non-reportable
nonreportable
employee
contract
stipend
honorarium
refund
refunds

Version 1 dated July 22, 2010.

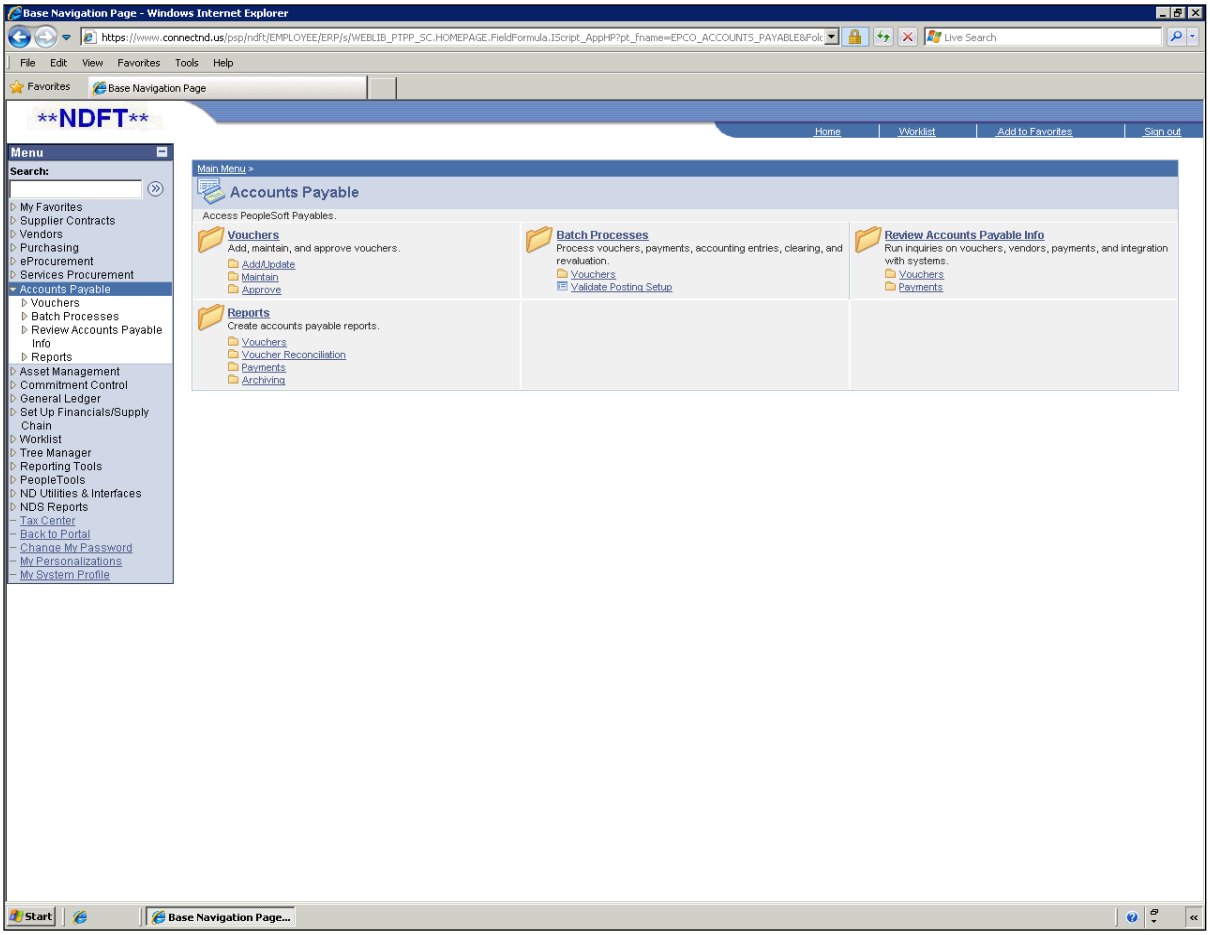
Procedure

This topic shows how to pay employees of state agencies for reimbursements or temporary, reportable services.

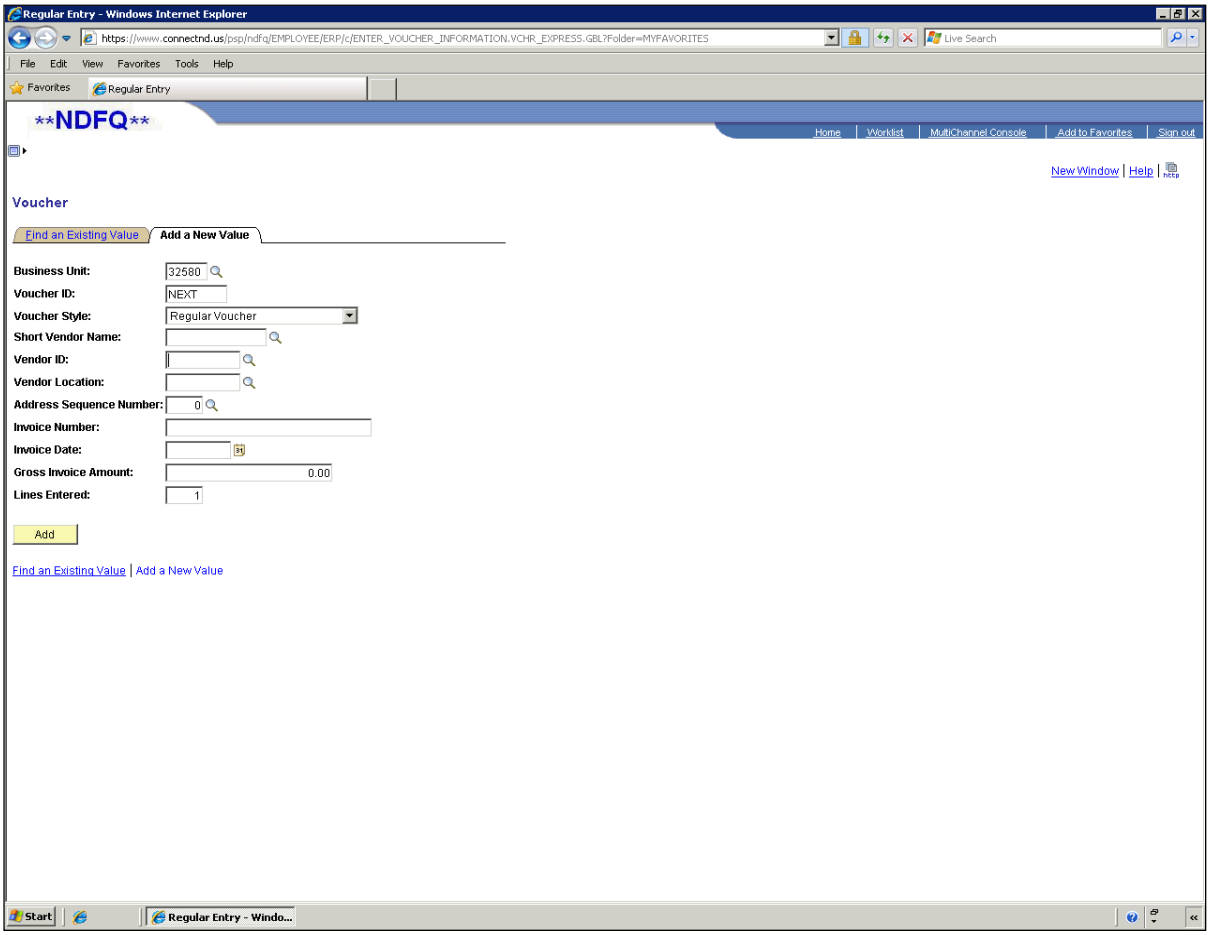
PLEASE NOTE: Any employee paid for services outside of their normal scope of work should be set up on payroll as a "multiple job" employee. These instructions are for one-day or occasional stipends for performing work for another agency than their employer.



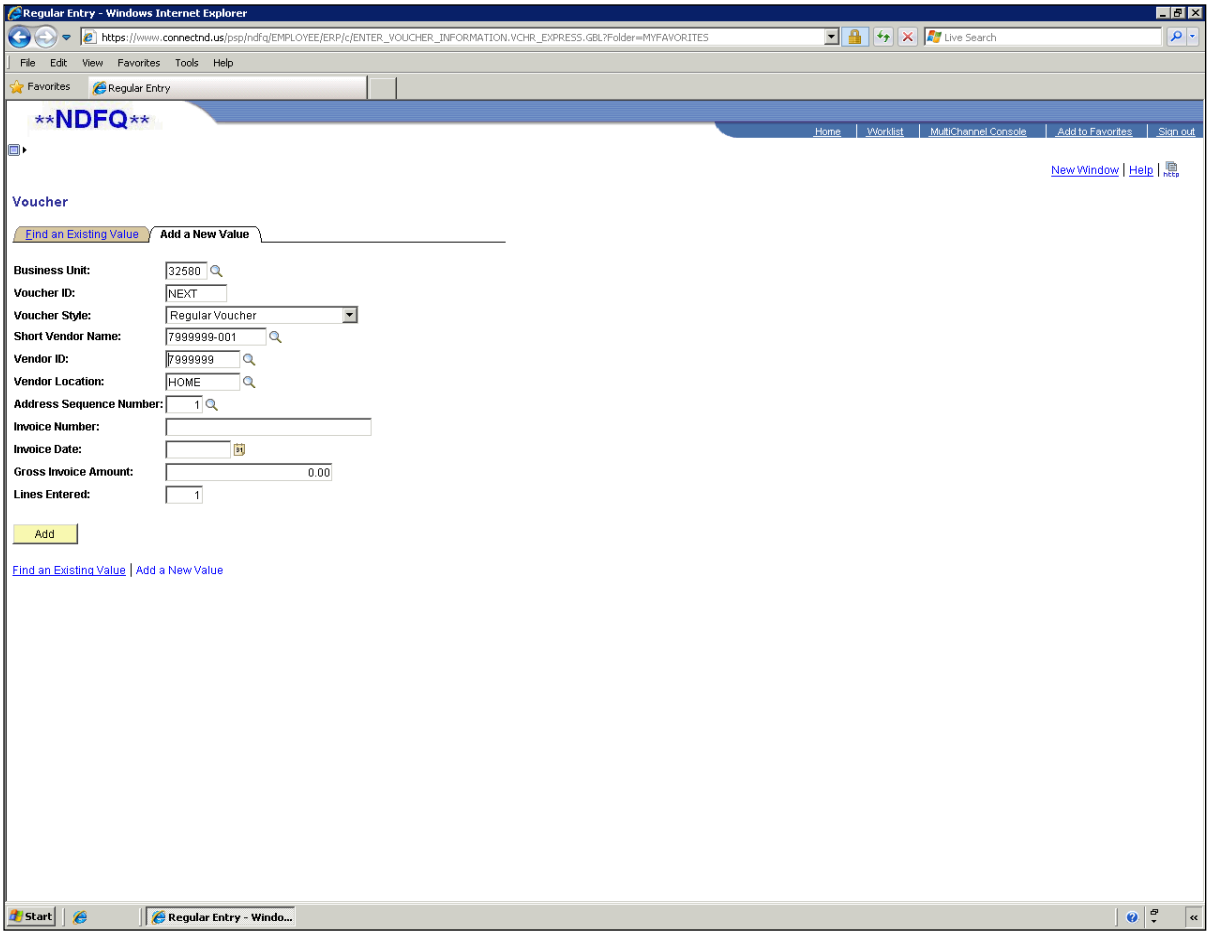
Step	Action
1.	Click the **Accounts Payable** link. ▷ Accounts Payable



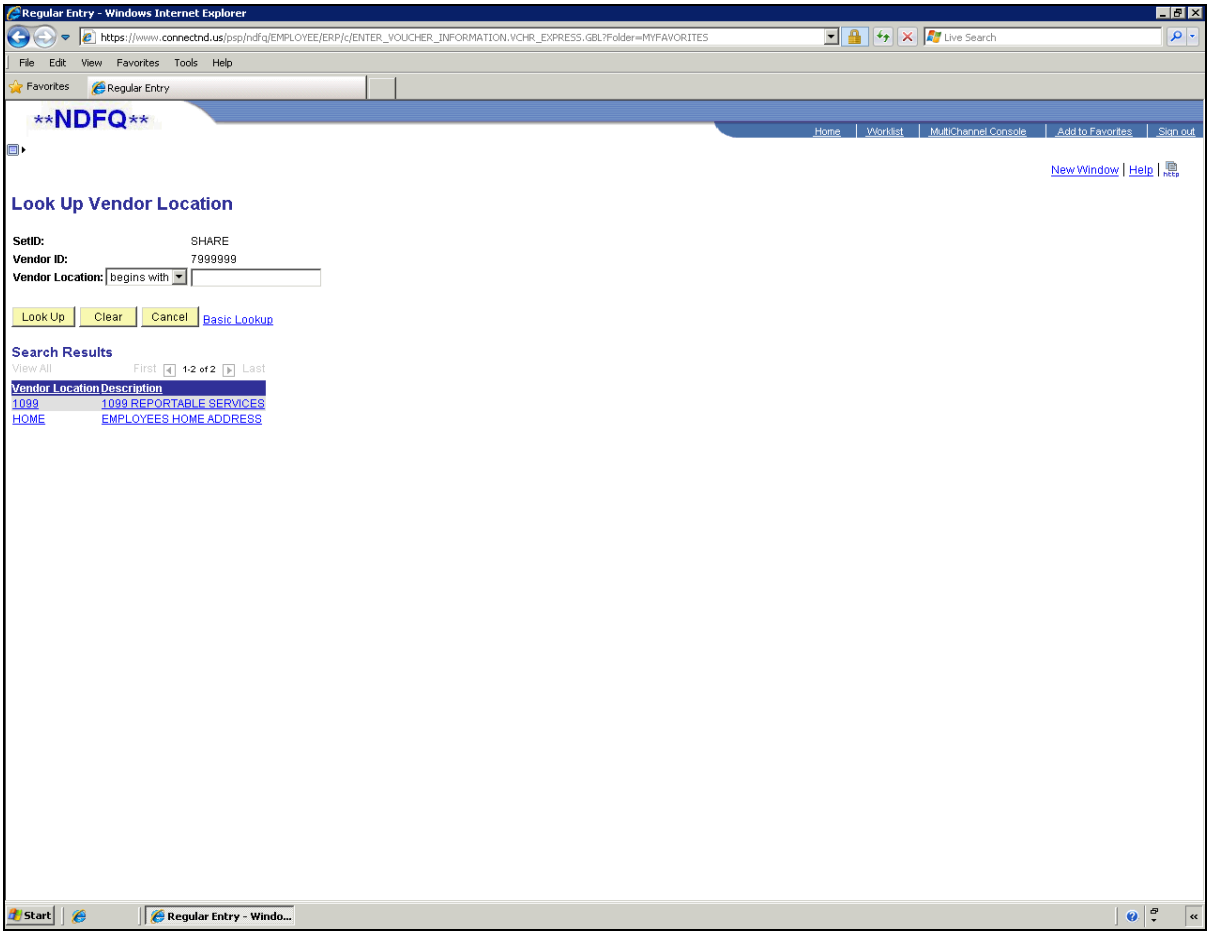
Step	Action
2.	Click the **Vouchers** link. Vouchers
3.	Click the **Regular Entry** link. Regular Entry



Step	Action
4.	In the first example we are going to reimburse a fictitious employee for travel reimbursements. Enter "**7999999**" (a 7 and six 9's) into the **Vendor ID** field.
5.	Click the **Look up Vendor ID (Alt+5)** button.
6.	Click the **7999999-001** link. By looking up the Vendor ID, the voucher user can make sure the correct name matches up with the EMPL ID entered.

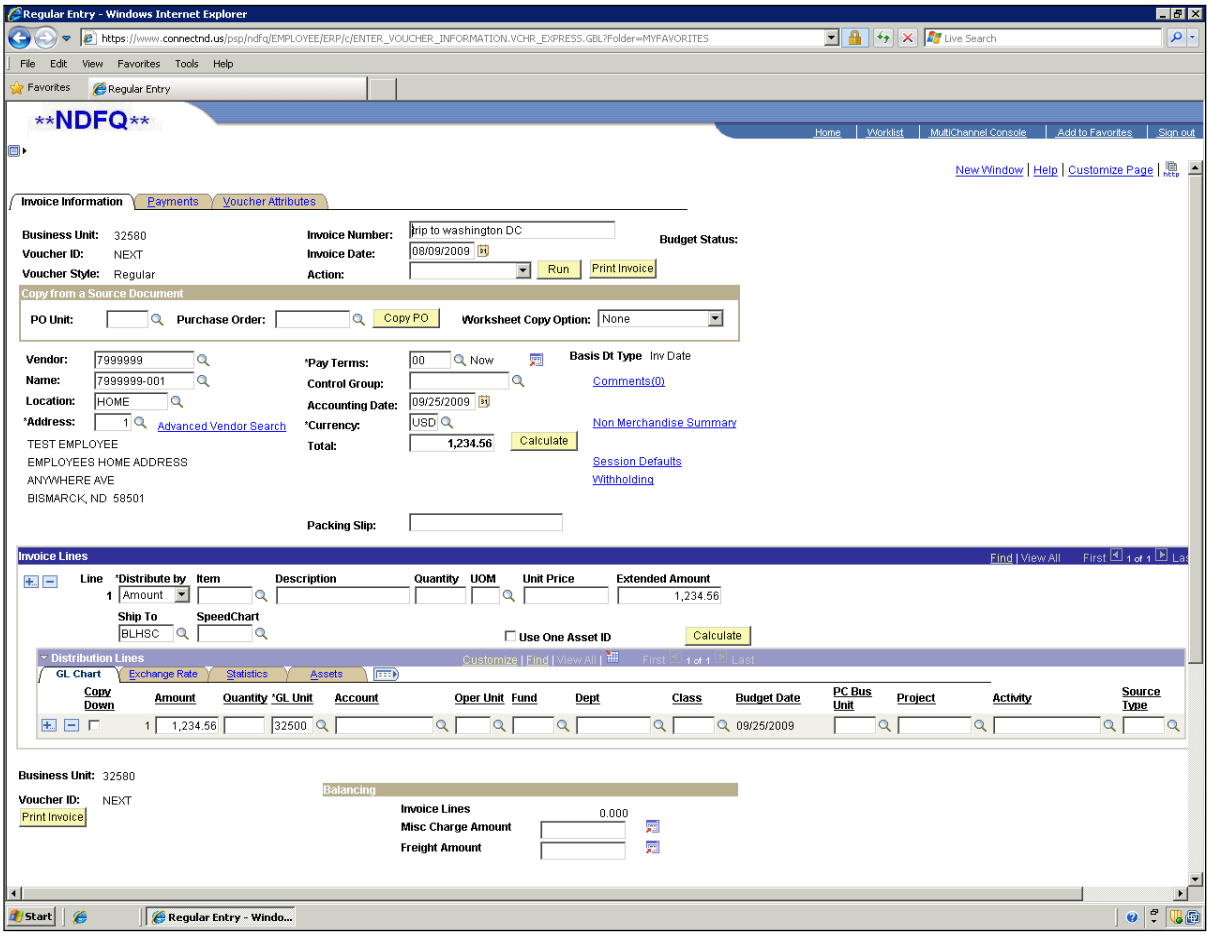


Step	Action
7.	Let's check out the location next.

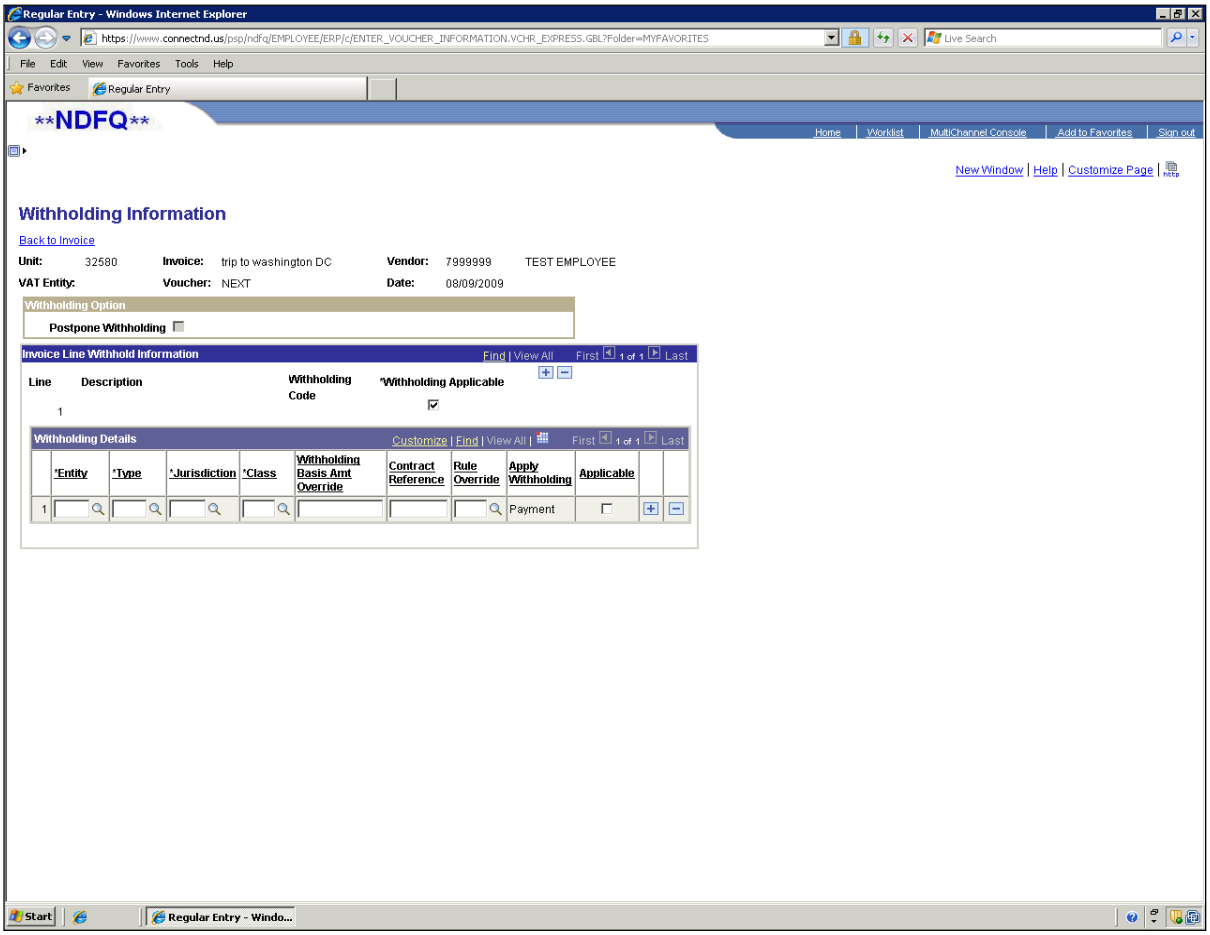


Step	Action
8.	We will stop here and explain the different locations an employee can have. The location of HOME will always be the default location; this means that if no location is selected by the user, this one will fill in. The HOME location is to be used for all reimbursements, especially travel. There is no 1099 reporting set up on this location. If a state employee receives the occasional payment for services outside the scope of their normal work duties, such as a speaking fee, they will have another location set up called 1099 REPORTABLE SERVICES. This location is set up for reporting on a 1099-MISC form. In this case, click the **HOME** link. HOME
9.	Enter "**trip to washington DC**" into the **Invoice Number** field for this example.
10.	Enter "**08/09/2009**" into the **Invoice Date** field.
11.	Enter "**1234.56**" into the **Gross Invoice Amount** field.

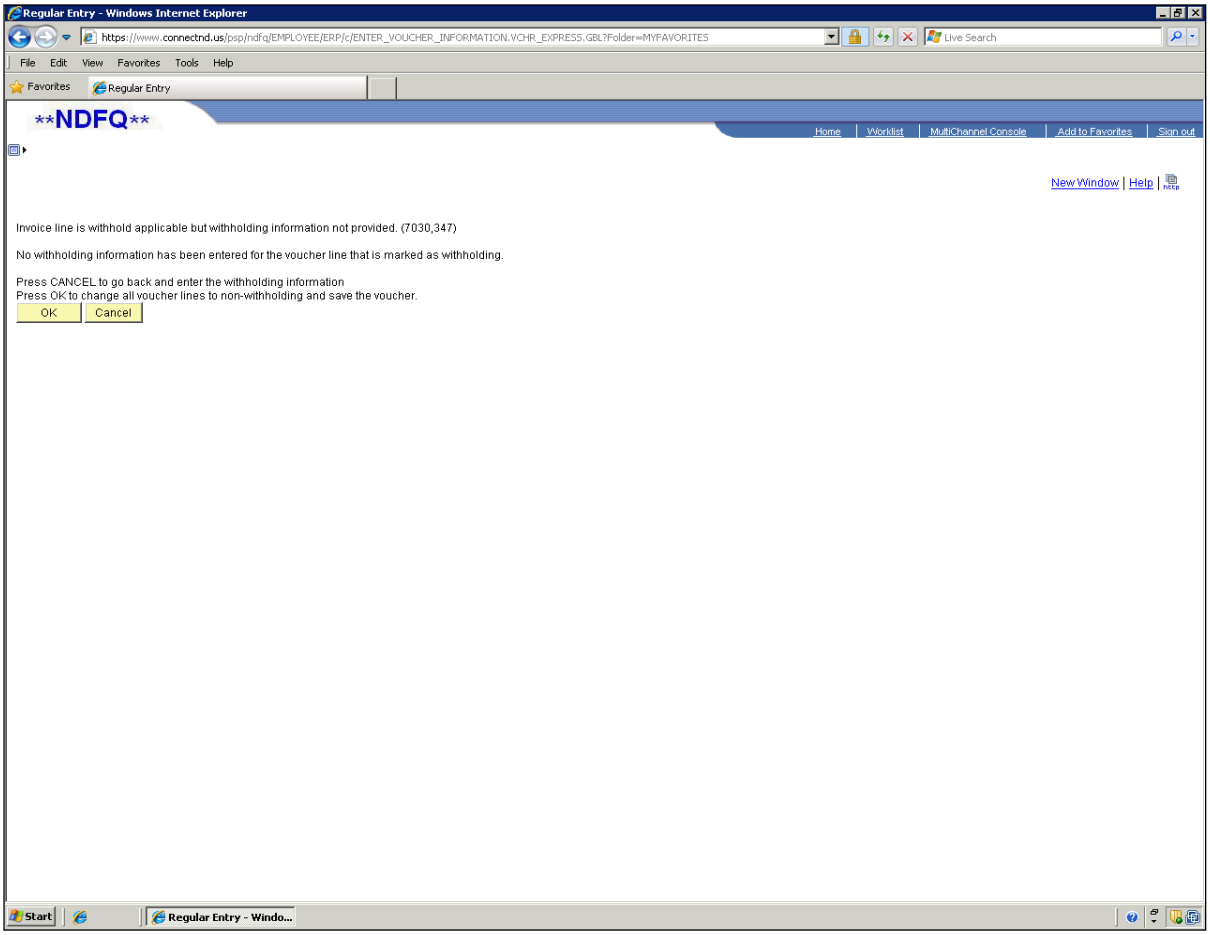
Step	Action
12.	Click the **Add** button.



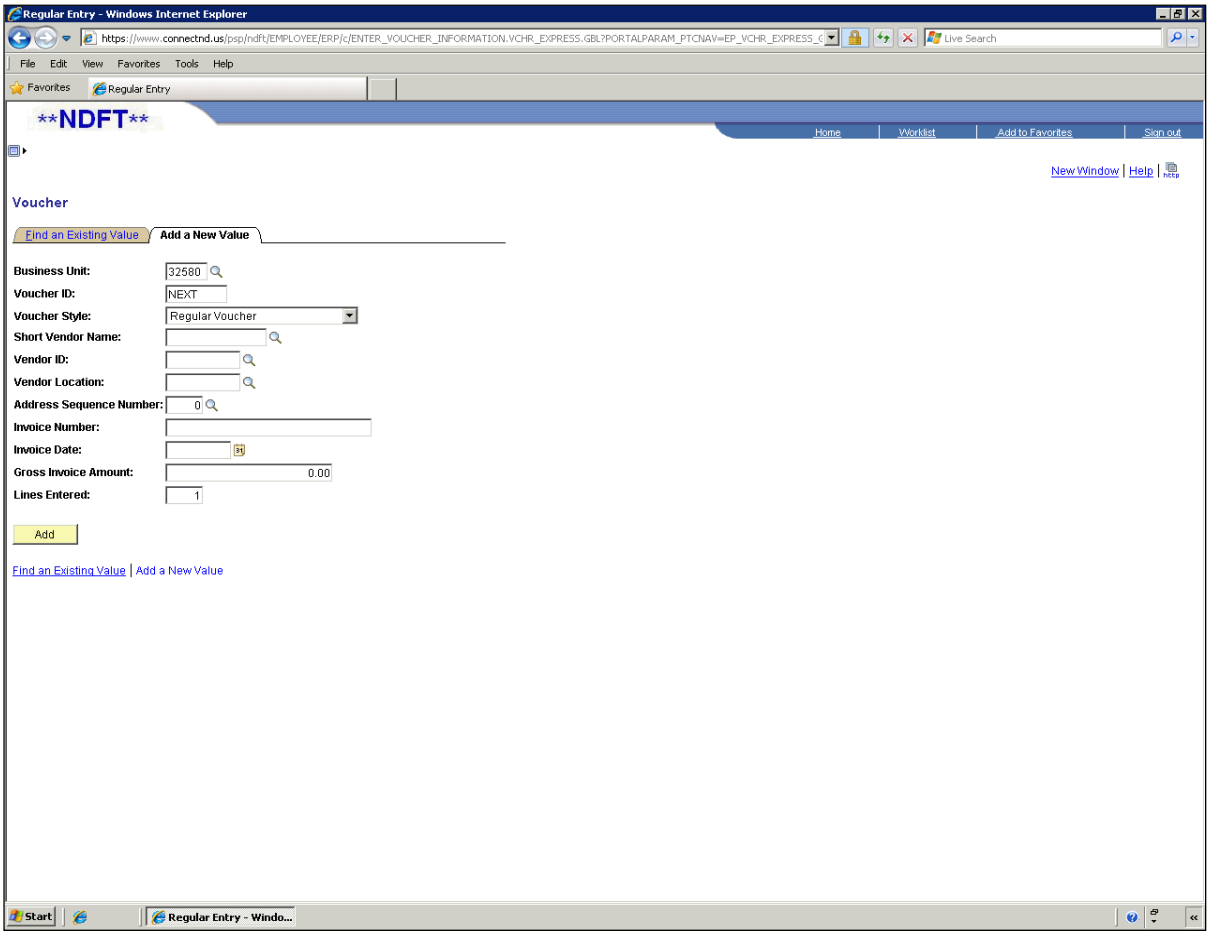
Step	Action
13.	Click the **Withholding** link. Even though we know that there should be no reporting on the HOME location, it is smart to always double check if you see this link appear.



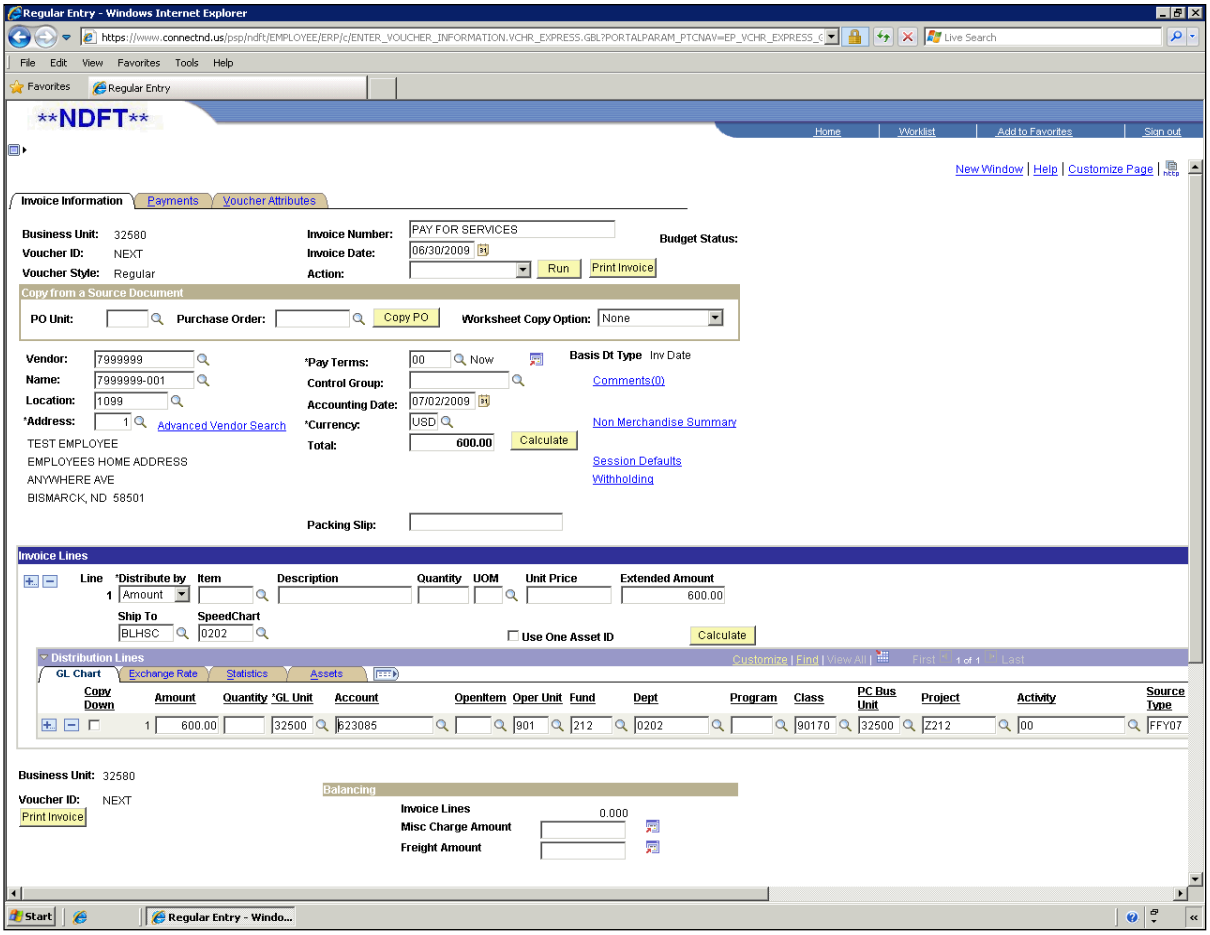
Step	Action
14.	This page is blank, the way it should be. Click the **Back to Invoice** link. Back to Invoice
15.	Voucher users would continue entering in the accounting information necessary for this travel reimbursement and save the voucher. Upon saving, the user will get the warning on the screen on the next page.



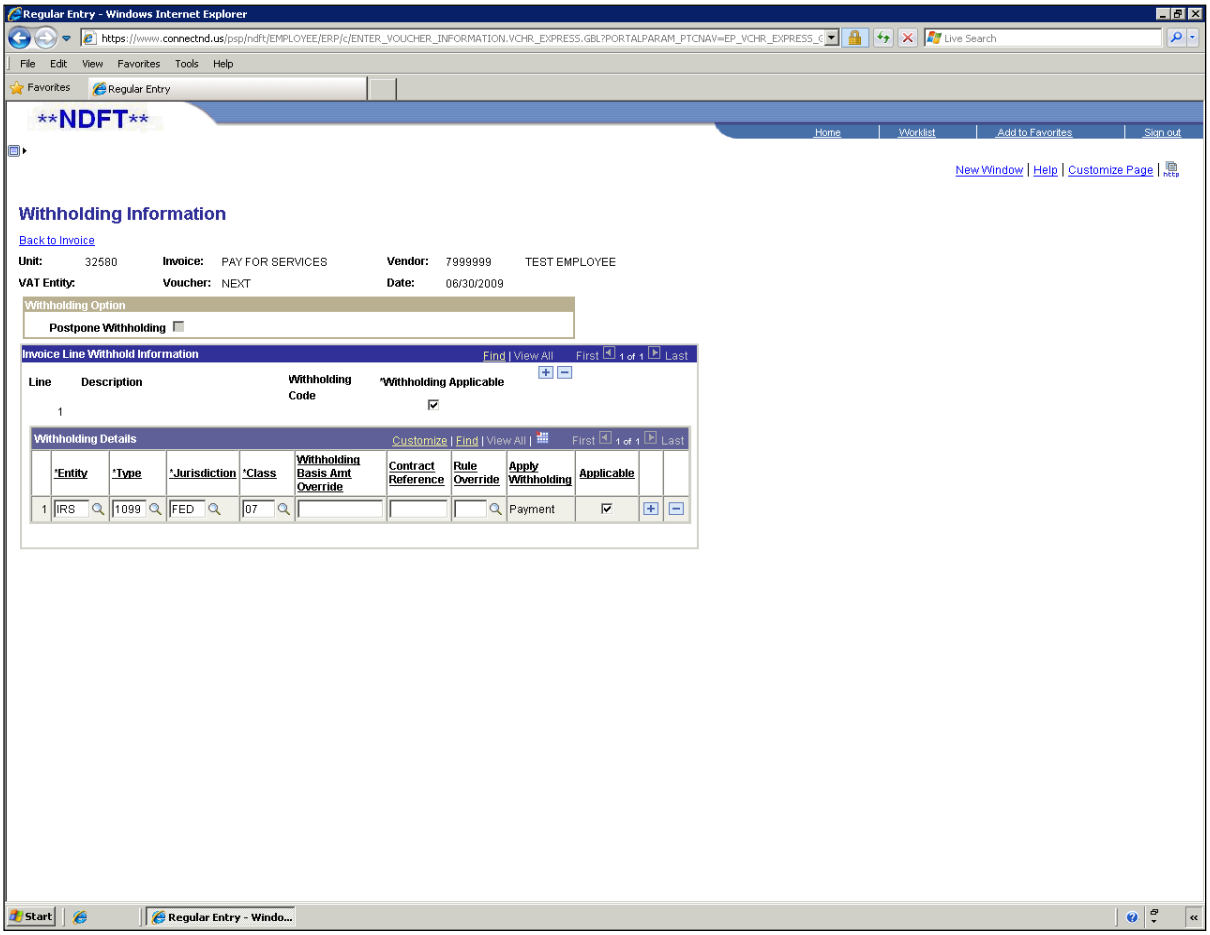
Step	Action
16.	This screen will appear whenever a non-reportable location is used on a **reportable vendor**, in this case, an employee that also receives contract pay. Click **OK** to keep the reimbursement non-reportable. OK

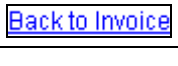


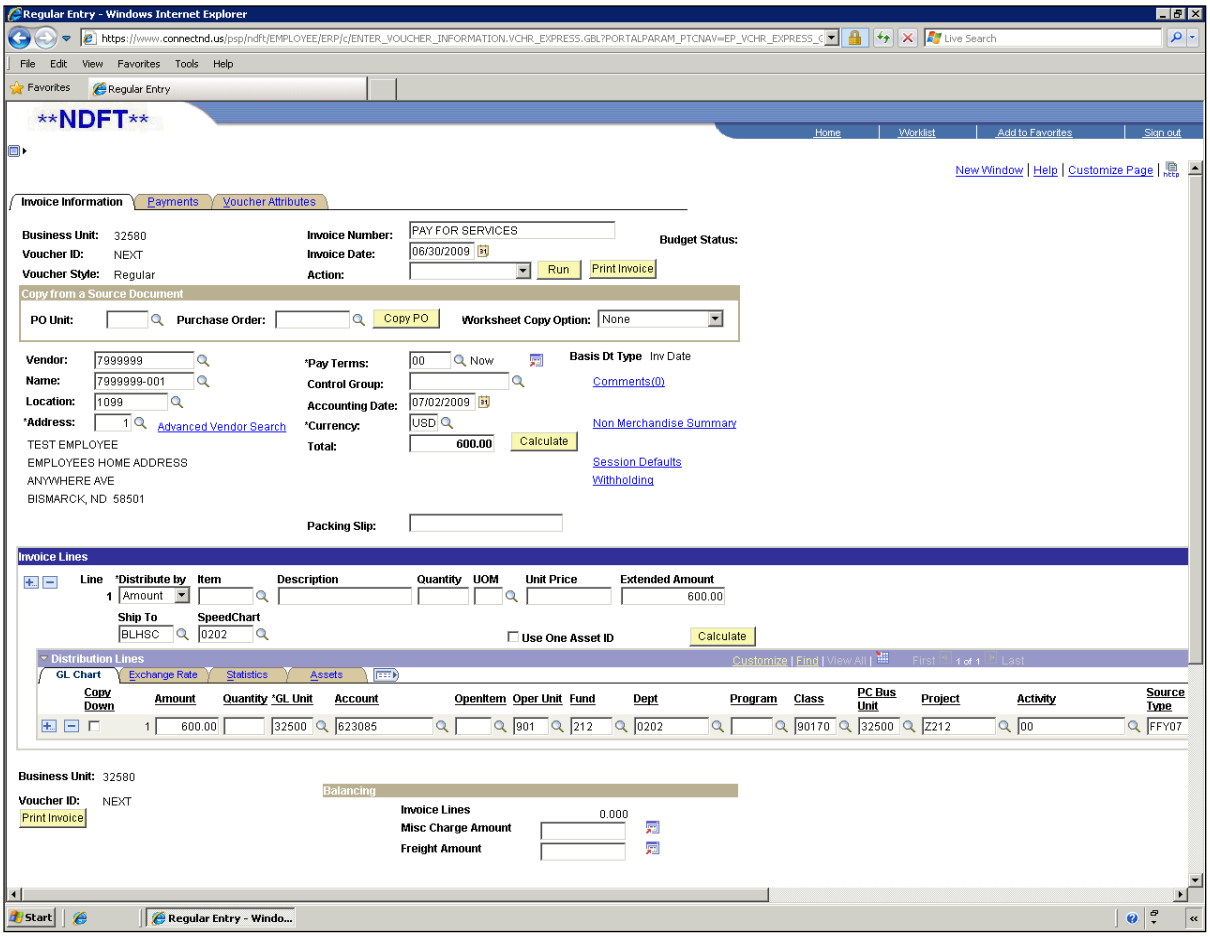
Step	Action
17.	In the next example we are going to pay this same employee a one-time payment for contract work. Enter "**7999999**" in the **Vendor ID** field (a 7 and six nines).
18.	An employee vendor ALWAYS defaults to their **HOME** location, which is not set up for reportable payments. Click the **Look up Vendor Location (Alt+5)** button.
19.	This screen shows how Vendor Registry labels the location for employees. Click the **1099 REPORTABLE SERVICES** link. 1099 REPORTABLE SERVICES
20.	Enter the appropriate information for your voucher in the **Invoice Number** field. For this exercise, enter "**PAY FOR SERVICES**".
21.	Enter "**600**"in the **Gross Invoice Amount** field.
22.	Click the **Add** button. Add



Step	Action
23.	It is good practice to always click the **Withholding** link it if shows up on a voucher. Withholding



Step	Action
24.	Click the **Look up Class (Alt+5)** button if you need to see if any other withholding classes are available.
25.	In this situation we want to leave the class as Non-Employee Compensation because the payment is for services. Class 03 should be used for **unearned** income only (no services were provided). Click the **07** link.
26.	Click the **Back to Invoice** link. 



Step	Action
27.	After checking the withholding link you can save and budget check the voucher. (Click an entry in the list when in "Try It" mode.)
28.	You have just seen how to select the proper location when paying state employees. By selecting the correct location for your situation, you can save your agency and the employee a headache! If you would like more detailed information on paying employees, please see the web site at **http://www.nd.gov/vr/1099/payments-to-employees.pdf.** **End of Procedure.**

ST 4.2.4 - Checkoff Refunds from Commodity Groups

Checkoff Refunds from Commodity Groups

This topic concerns AP users from the agricultural commodity groups that enter vouchers for their check-off refunds of grain tax assessments. It can also be instructional to other agencies as to why they should not select any location that says "Commodity Group Use Only."

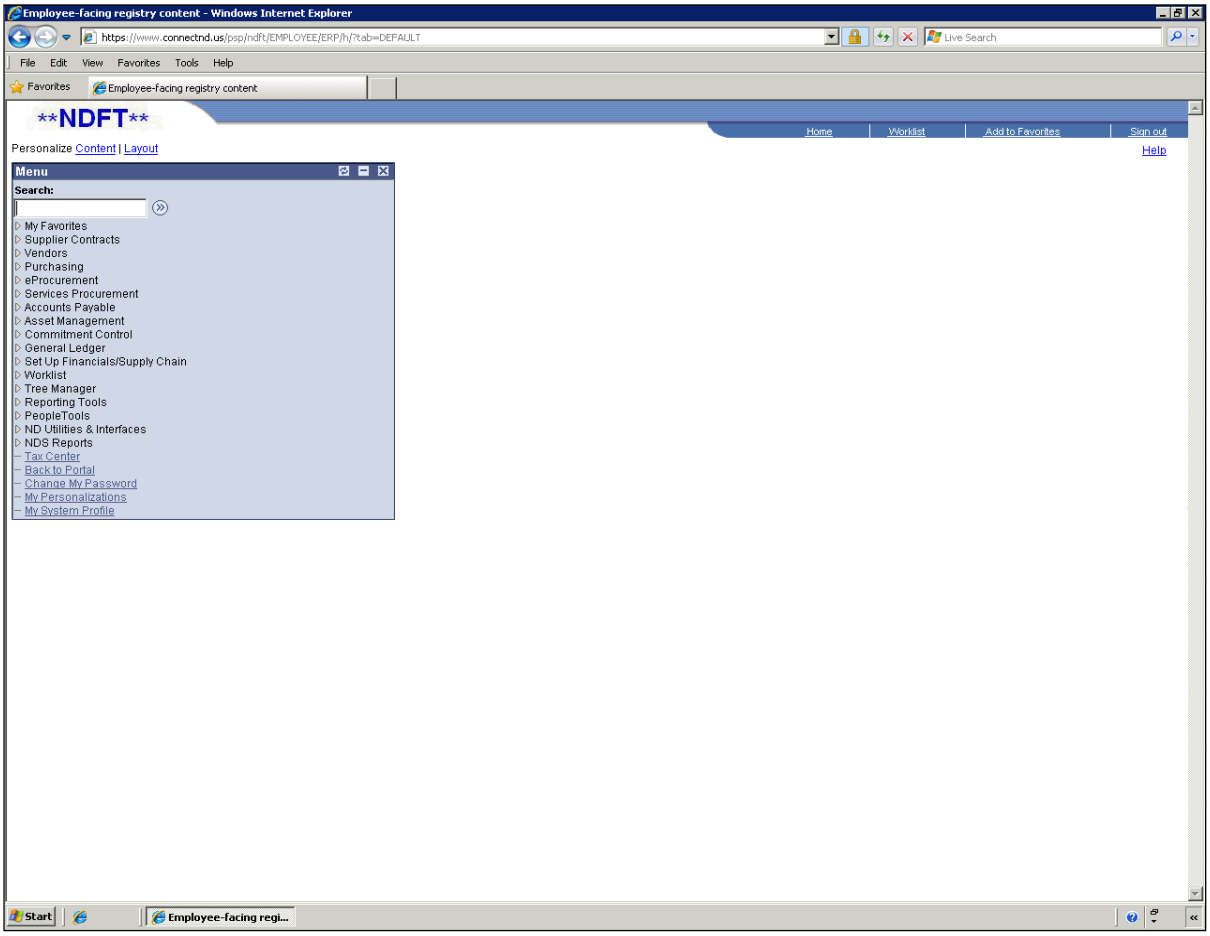
Key Words:

location
locations
non-reportable
nonreportable
checkoff
check off
refund
refunds

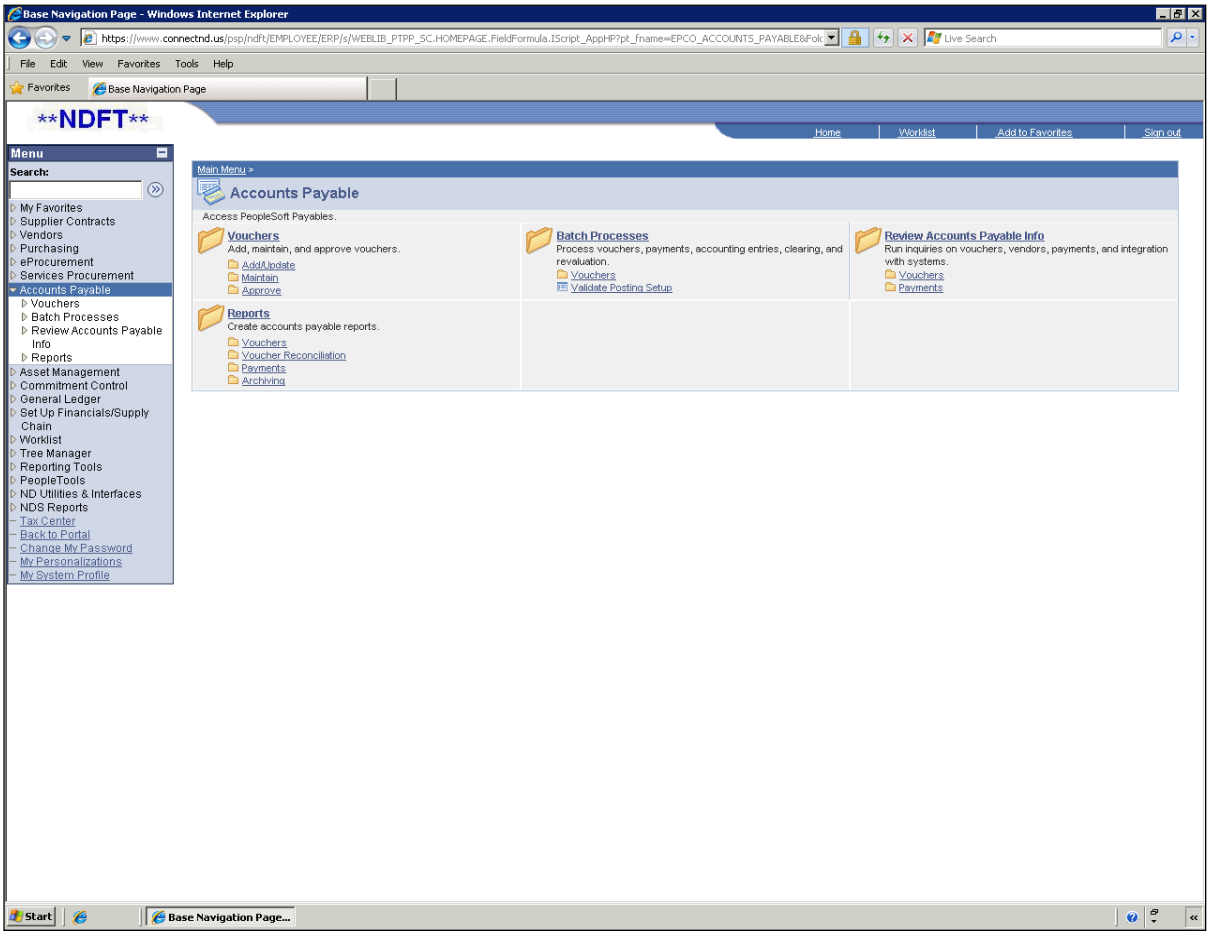
Version 1 dated July 23, 2010

Procedure

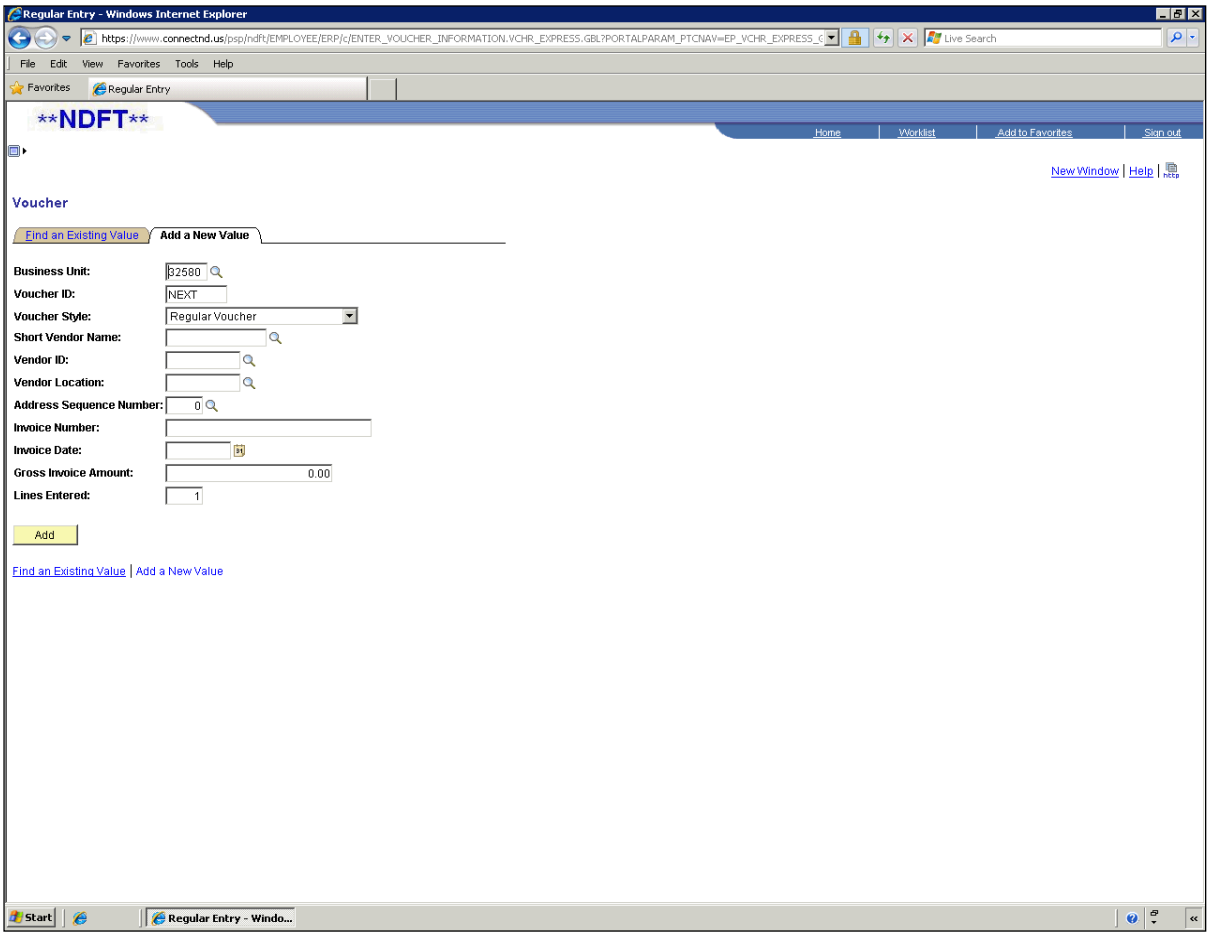
Several state agencies are also agricultural commodity groups who do special reporting on an IRS 1099-G form. Vendor Registry has set up unique locations for them to use. For this exercise, pretend that you need to refund a tax assessment for an agricultural commodity.



Step	Action
1.	Click the **Accounts Payable** link. ▷ Accounts Payable

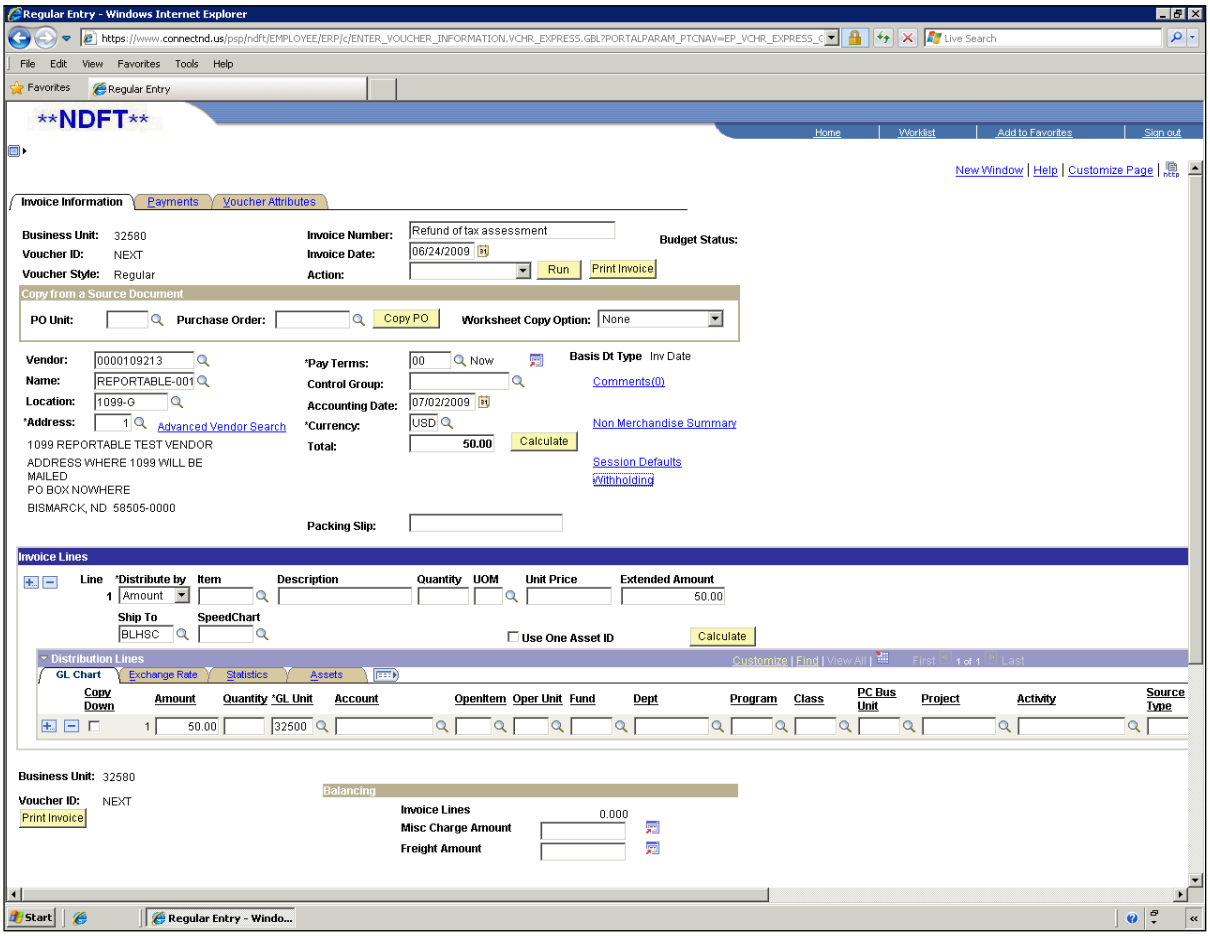


Step	Action
2.	Click the **Vouchers** link. Vouchers
3.	Click the **Regular Entry** link. Regular Entry

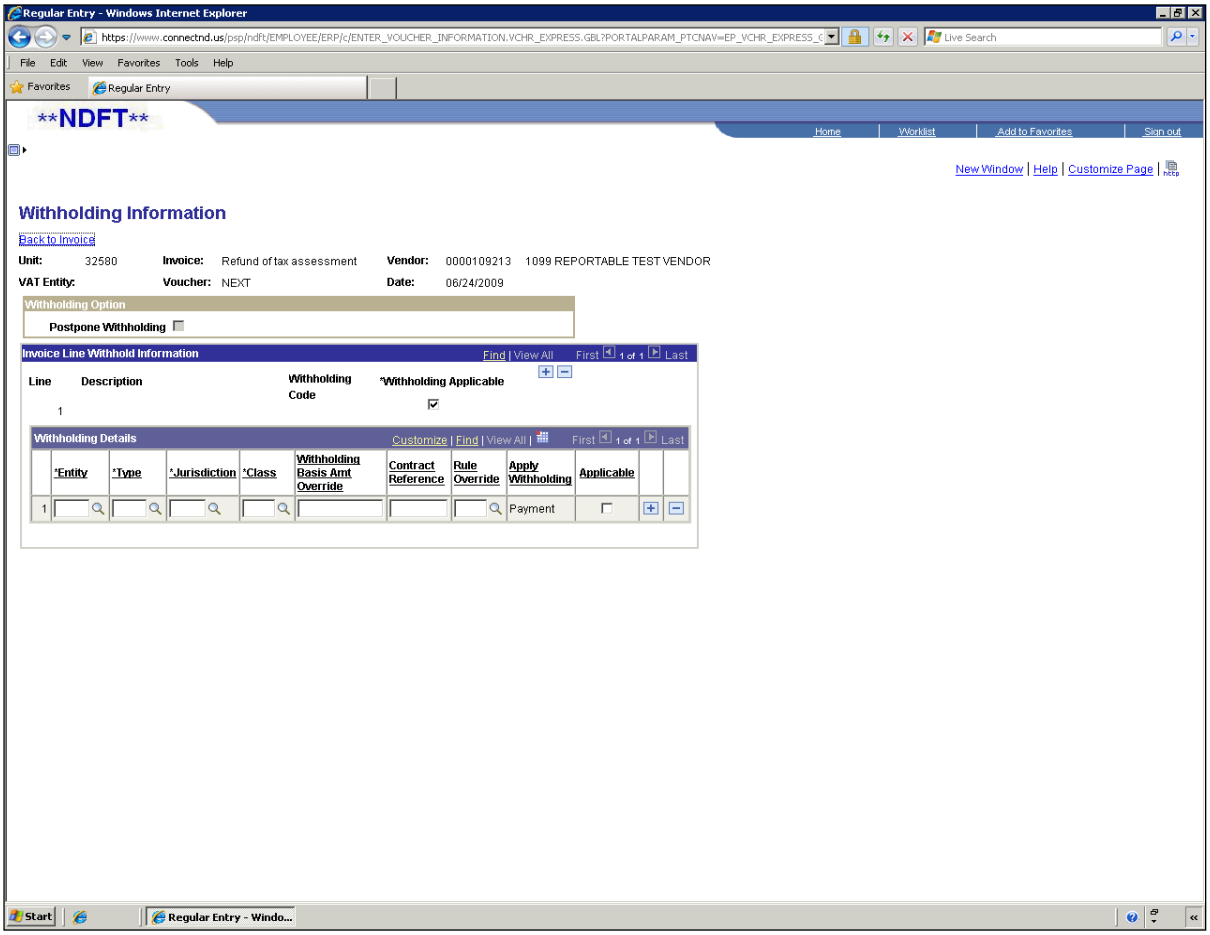


Step	Action
4.	Enter the correct vendor number into the **Vendor ID** field. Enter "**0000109213**" for this exercise.
5.	Click the **Look up Vendor ID (Alt+5)** button.
6.	If a user is not sure that they have the correct vendor number, they can always verify it first by using this look-up screen. Click the **REPORTABLE-001** link. REPORTABLE-001
7.	Click the **Look up Vendor Location (Alt+5)** button.
8.	In this case, we need to make sure that the location called "1099-G" is selected. (As you can see, only commodity group agencies should use this location.) Click the **COMMODITY GROUP USE ONLY** link. COMMODITY GROUP USE ONLY

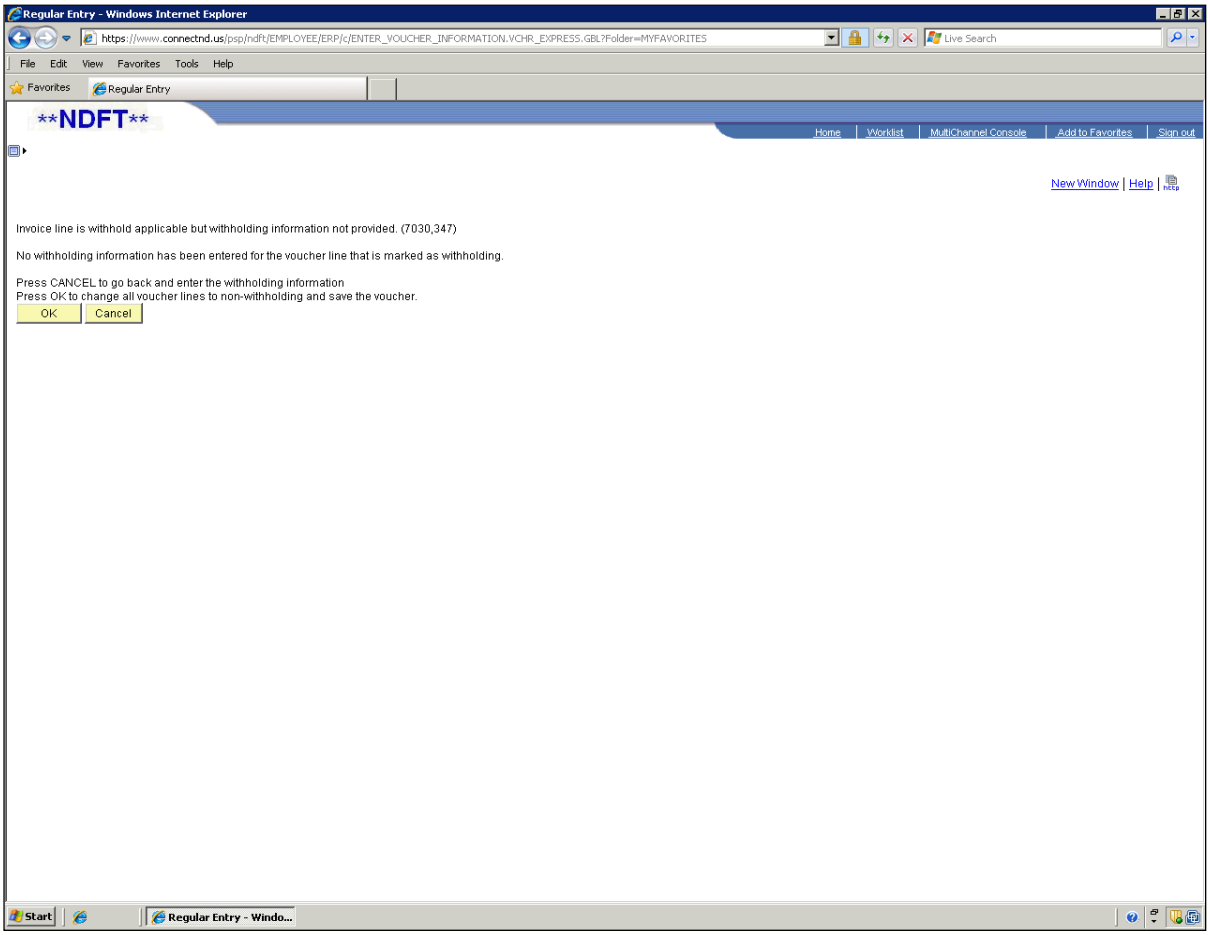
Step	Action
9.	For our example, enter "**refund tax assessment**" into the **Invoice Number** field.
10.	Enter "**062209**" into the **Invoice Date** field.
11.	Enter "**50.00**" into the **Gross Invoice Amount** field.
12.	Click the **Add** button. Add

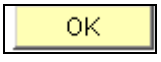


Step	Action
13.	This voucher is a perfect example of where the vendor is reportable, but the payment we are making is not. Click the **Withholding** link to double-check that there will be no reporting. Withholding



Step	Action
14.	There is no 1099 information filled in below because we selected the correct location. This means there will be no reporting on this voucher. Click the **Back to Invoice** link. Back to Invoice
15.	Whenever a non-reportable location is selected on a reportable vendor (such as this vendor), the user will get the error message on the next screen after clicking SAVE.



Step	Action
16.	This warning message will appear when saving a voucher where there is a withholding link with the actual 1099 information removed, like in our current example. The system is giving you the option of going back to enter the missing withholding information - by clicking **CANCEL** - or keeping the voucher lines as non-withholding - by clicking **OK.** Since we do not want reporting on this voucher, click the **OK** button. 
17.	After clicking the OK button, users would normally budget check the voucher and continue processing it for payment. We will stop here for this topic.
18.	This topic is important for all users that enter vouchers for state commodity groups. It also serves as an example to other agencies why they should NOT be using this location for their payments. In the future, this location may have its own 1099-G reporting established, so it is imperative that it only be used for check-off refunds. **End of Procedure.**

ST 4.2.5 - How to Remove Withholding in Voucher

How to Remove Withholding in Voucher

Many of the vendors that an agency pays requires Vendor Registry to set up with 1099-MISC reporting information. The following is a short topic to show how easy it is to remove withholding from a voucher, based upon the reason for the payment, not the vendor itself. For more details about this important distinction, please read (http://www.nd.gov/vr/1099/reportable-vendors-vs.pdf).

For more information about the **withholding** link in vouchers, see the other UPK topics or this website: (http://www.nd.gov/vr/1099/correct-withholding-in-vchr.pdf).

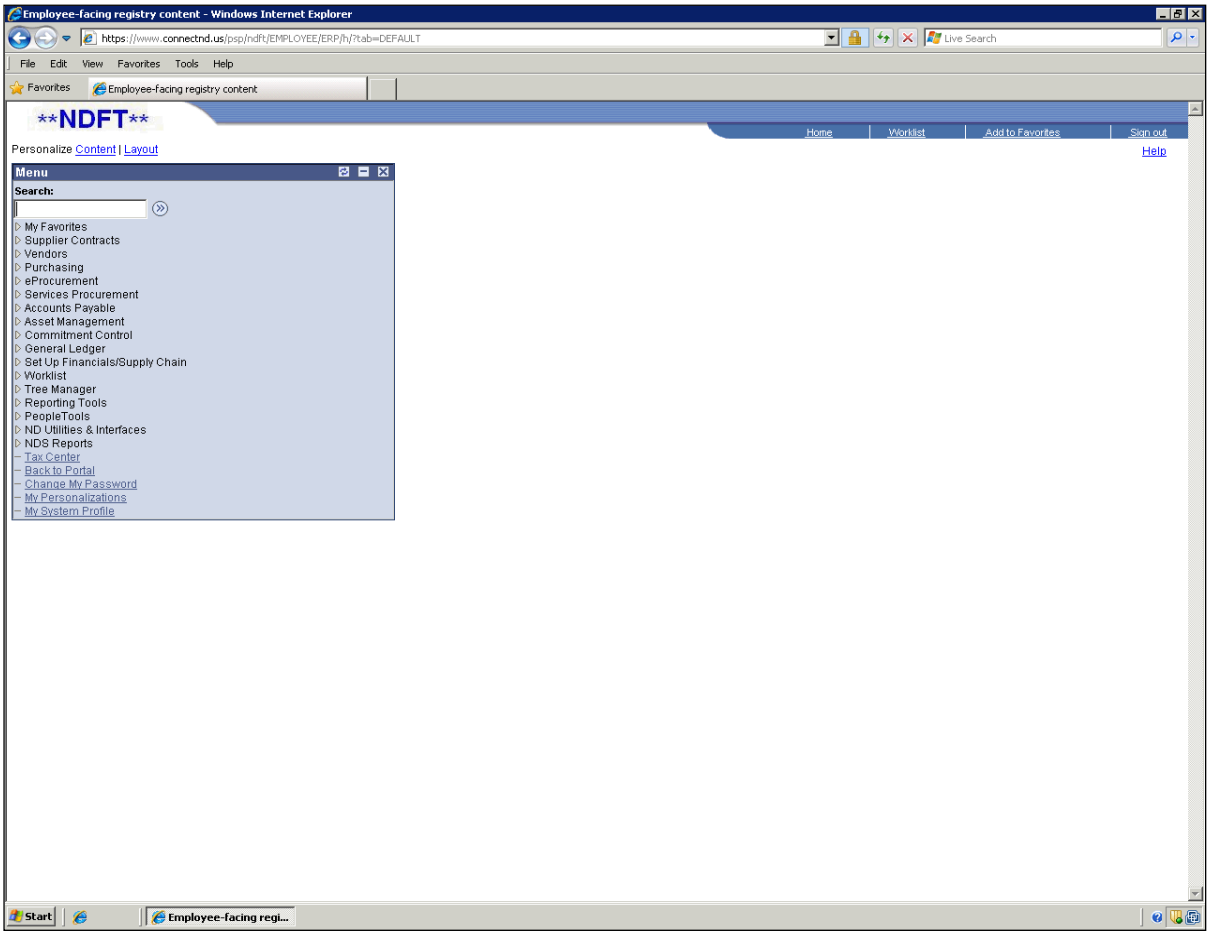
Key Words:

remove withholding
remove 1099
remove reporting
withholding
non-reportable
nonreportable

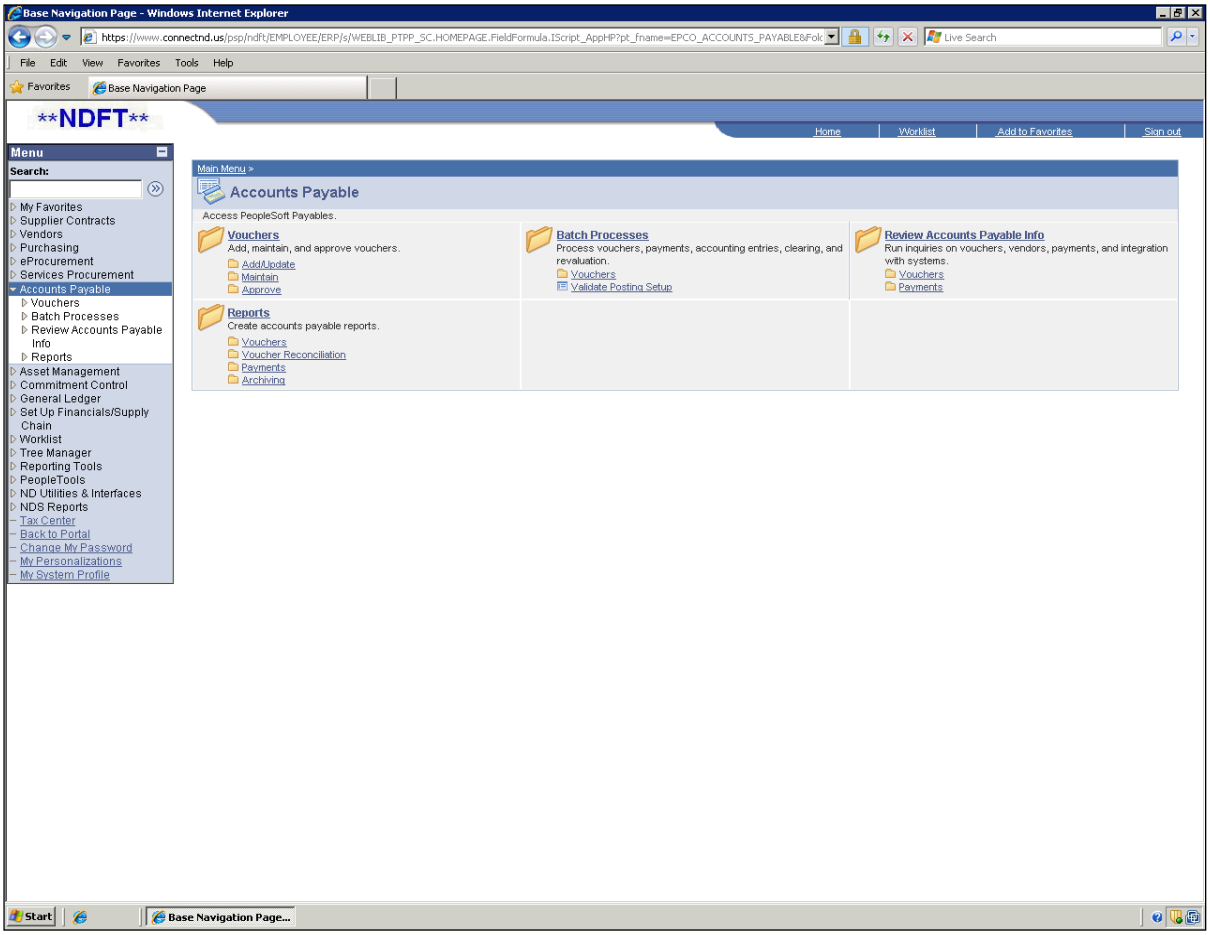
Version 1 dated July 23, 2010

Procedure

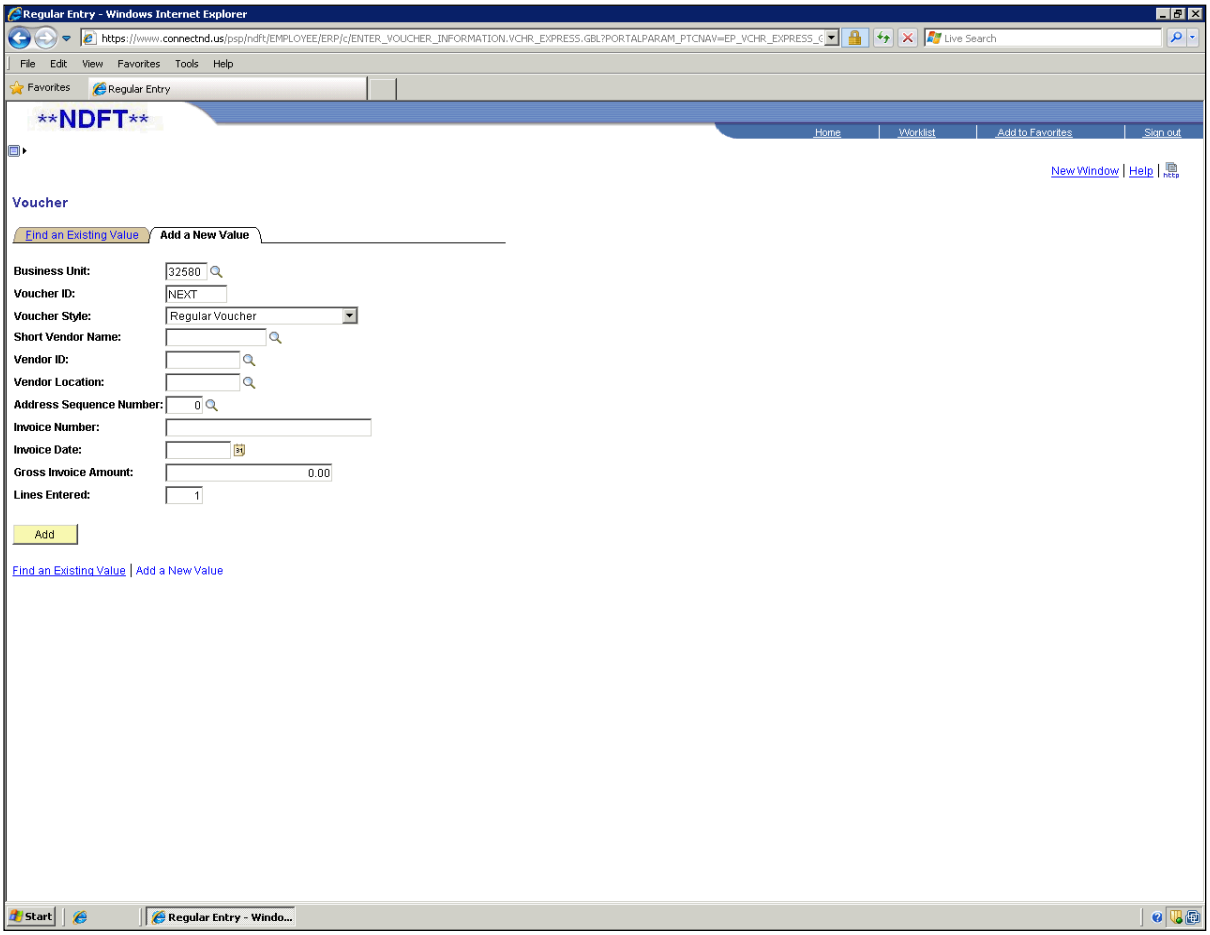
Quite often voucher users will have to make a payment to a **vendor** that is reportable (an individual, partnership, etc.), but the **reason** for the payment is not reportable on a 1099-MISC form. In the following example, we are going to buy some electric cable (non-reportable good) from a business that is a sole proprietorship (reportable vendor).



Step	Action
1.	Click the **Accounts Payable** link. ▷ Accounts Payable

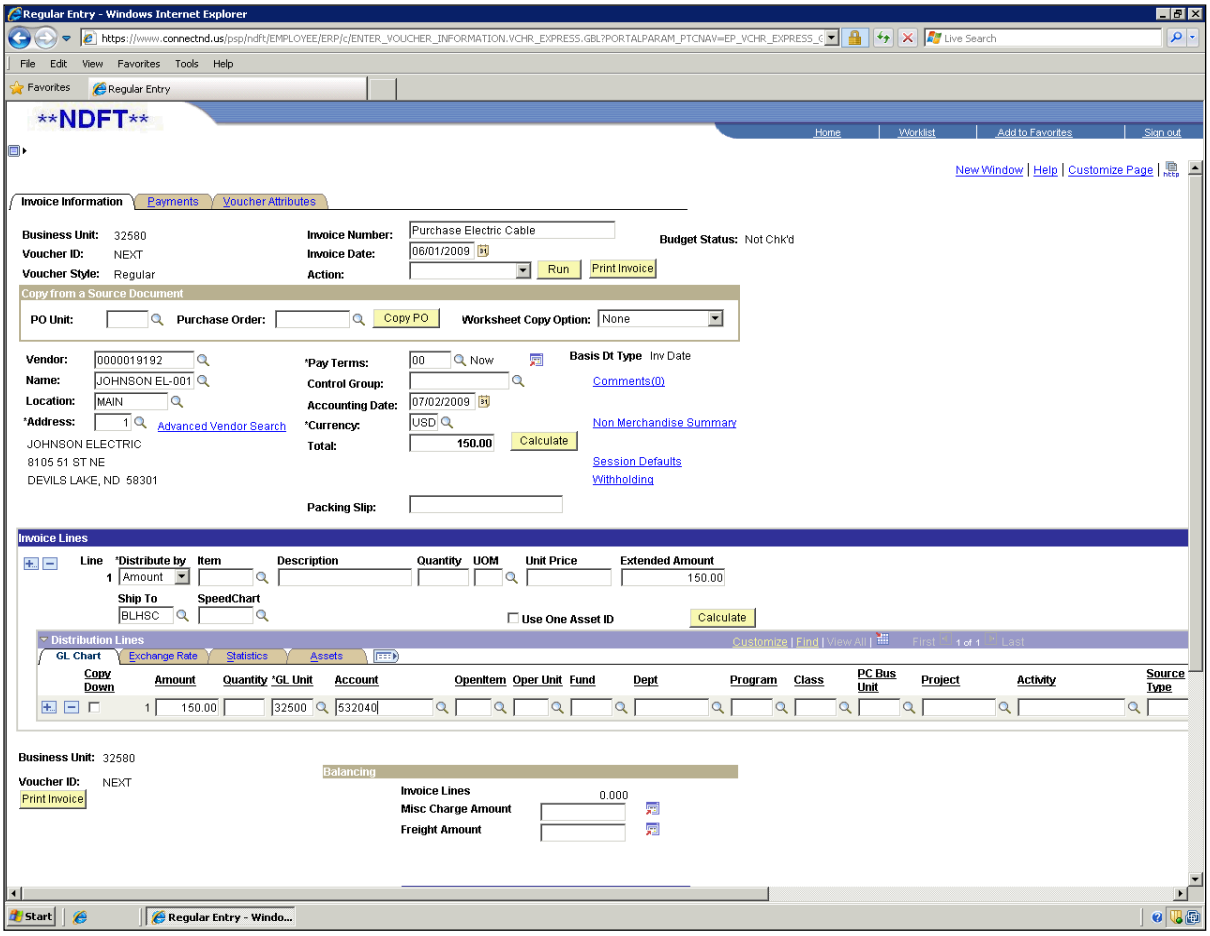


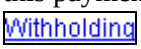
Step	Action
2.	Click the **Add/Update** link. Add/Update
3.	Click the **Regular Entry** link. Regular Entry

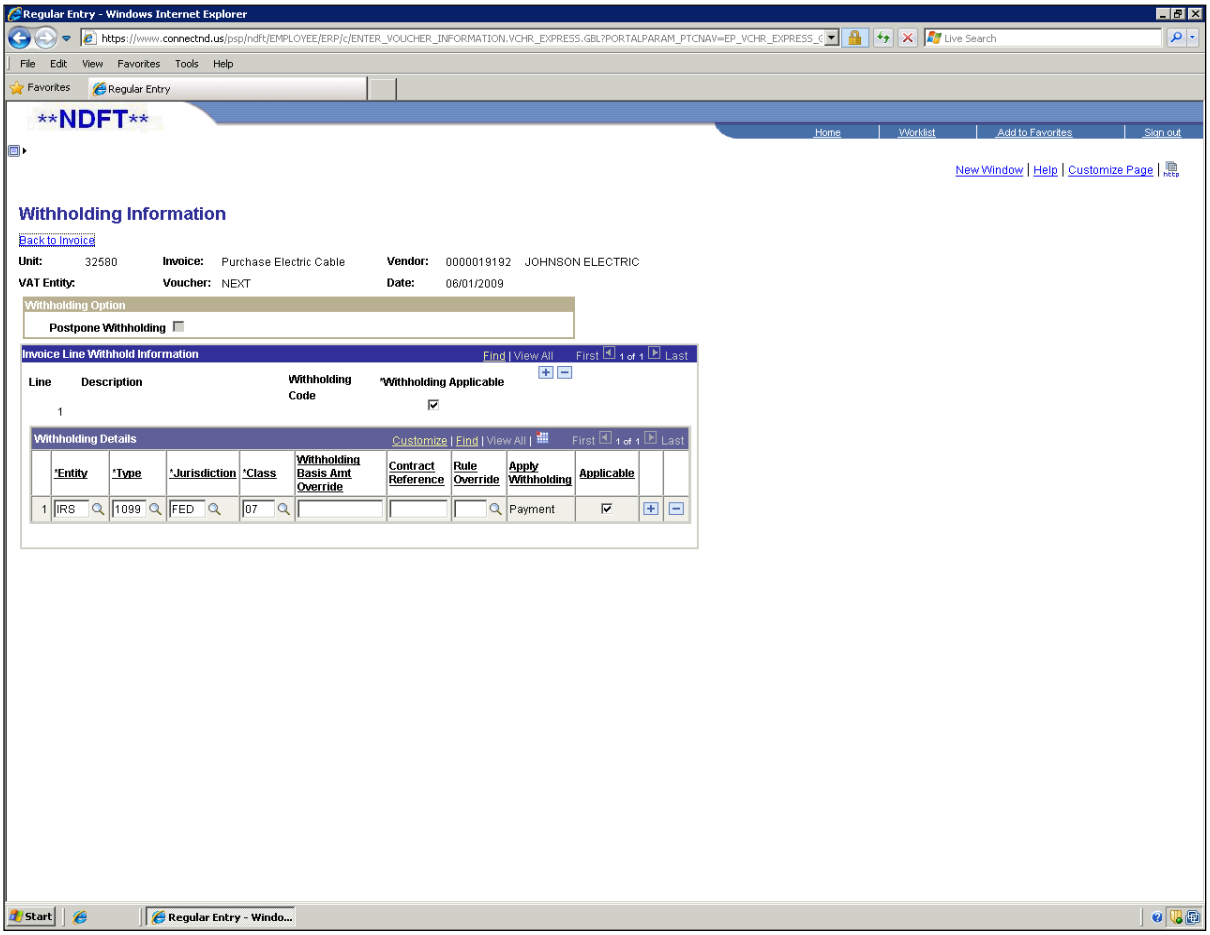


Step	Action
4.	To search for Johnson Electric, enter "**johnson**" into the **Short Vendor Name** field.
5.	Click the **Look up Short Vendor Name (Alt+5)** button.
6.	Since Johnson is a popular name, you will have to look for the correct vendor name. Click the **JOHNSON ELECTRIC** link to use in this voucher.
7.	Voucher enterers should always verify that they are using the correct location on a vendor. Click the **Look up Vendor Location (Alt+5)** button.
8.	In this case, this vendor has only the MAIN location, so go ahead and click the **Cancel** button.
9.	For this example, enter "**Purchase Electric Cable**" into the **Invoice Number** field.

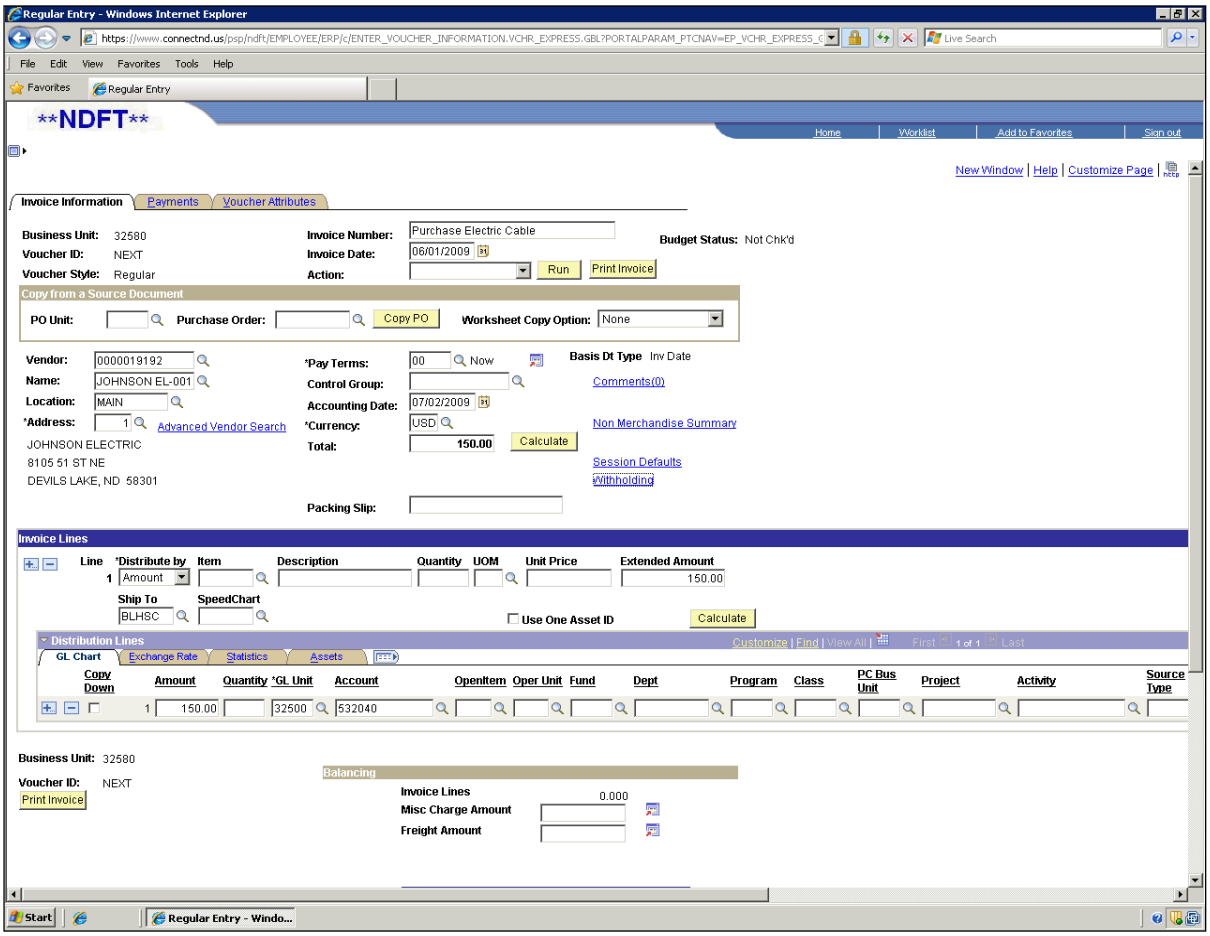
Step	Action
10.	Enter "**060109**" into the **Invoice Date** field.
11.	Enter "**150.00**" into the **Gross Invoice Amount** field.
12.	Click the **Add** button.



Step	Action
13.	Since we are purchasing a tangible good like electrical cable, we will want to make this payment non-reportable on a 1099-MISC. Click the **Withholding** link. 



Step	Action
14.	It is best to remove both checkmarks wherever it says **Withholding Applicable** on this page.
15.	By clicking the **Applicable** option, you remove the checkmark.
16.	Click the **Back to Invoice** link. This will save your changes to this page.



Step	Action
17.	**IMPORTANT**: After the user is done entering the rest of the voucher information and clicks SAVE, they may receive a warning message about the withholding information. If such a message appears, just click **OK** to keep the voucher non-reportable.
18.	That is all there is to removing withholding on a voucher! **End of Procedure.**

ST 4.2.6 - Select Correct Withholding Class

Selecting the Correct Withholding Class

Whenever the withholding link shows up in a voucher, the user must make some further decisions than just entering the correct accounting chartfields.

1. First, the correct location must be selected (see topic 4.2.2 on Choosing the Correct Location).
2. Second, decide whether or not the reason for the payment is reportable.
3. If it is, the next step is to determine the appropriate withholding class for that particular payment. That choice will be addressed in the following topic.

1099-MISC reporting is sent to the IRS by separate **withholding classes**. For a complete description of these classes, see the web page at (http://www.nd.gov/vr/1099/explanation-of-diff.pdf)

Key Words:

location
reportable
class
withholding
code
reporting
1099
voucher

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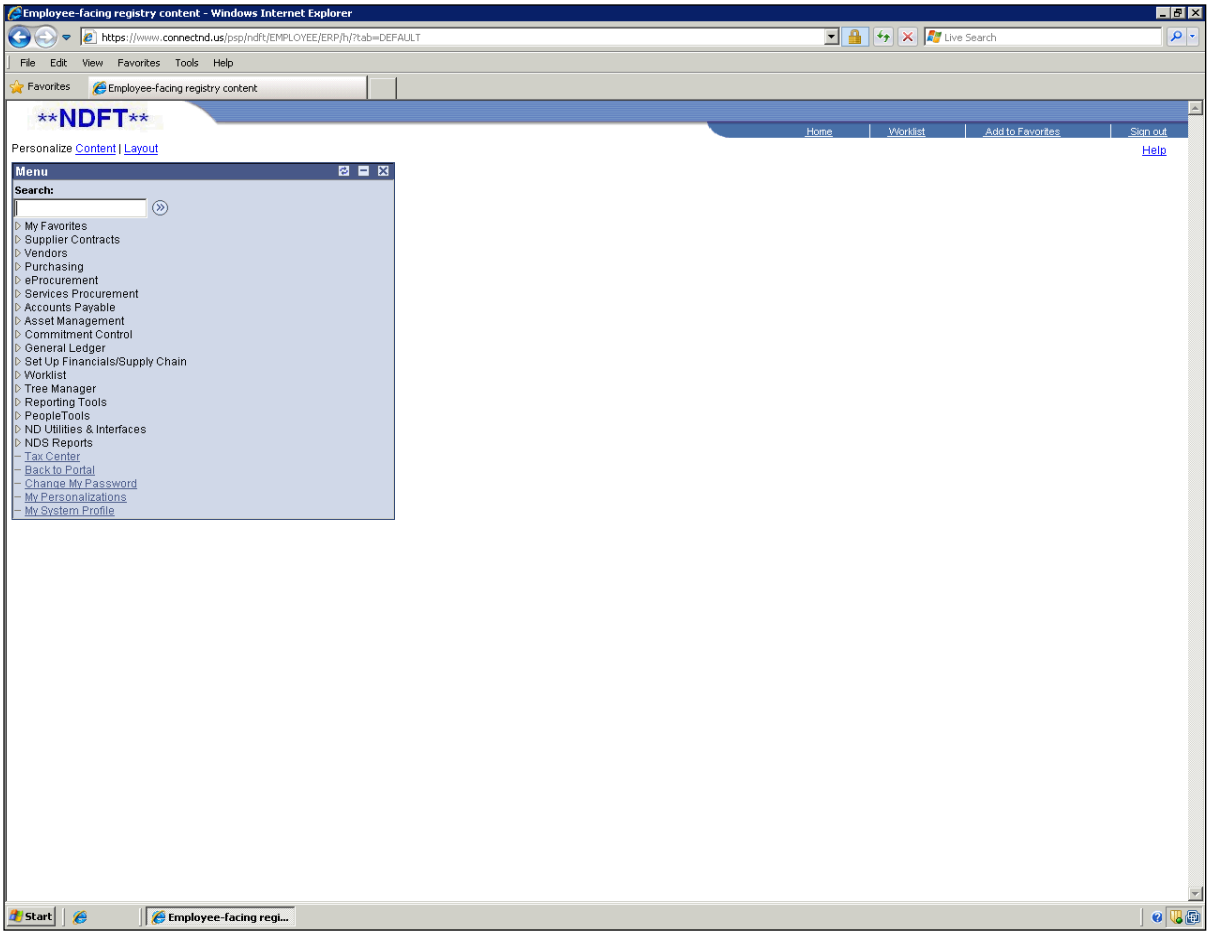
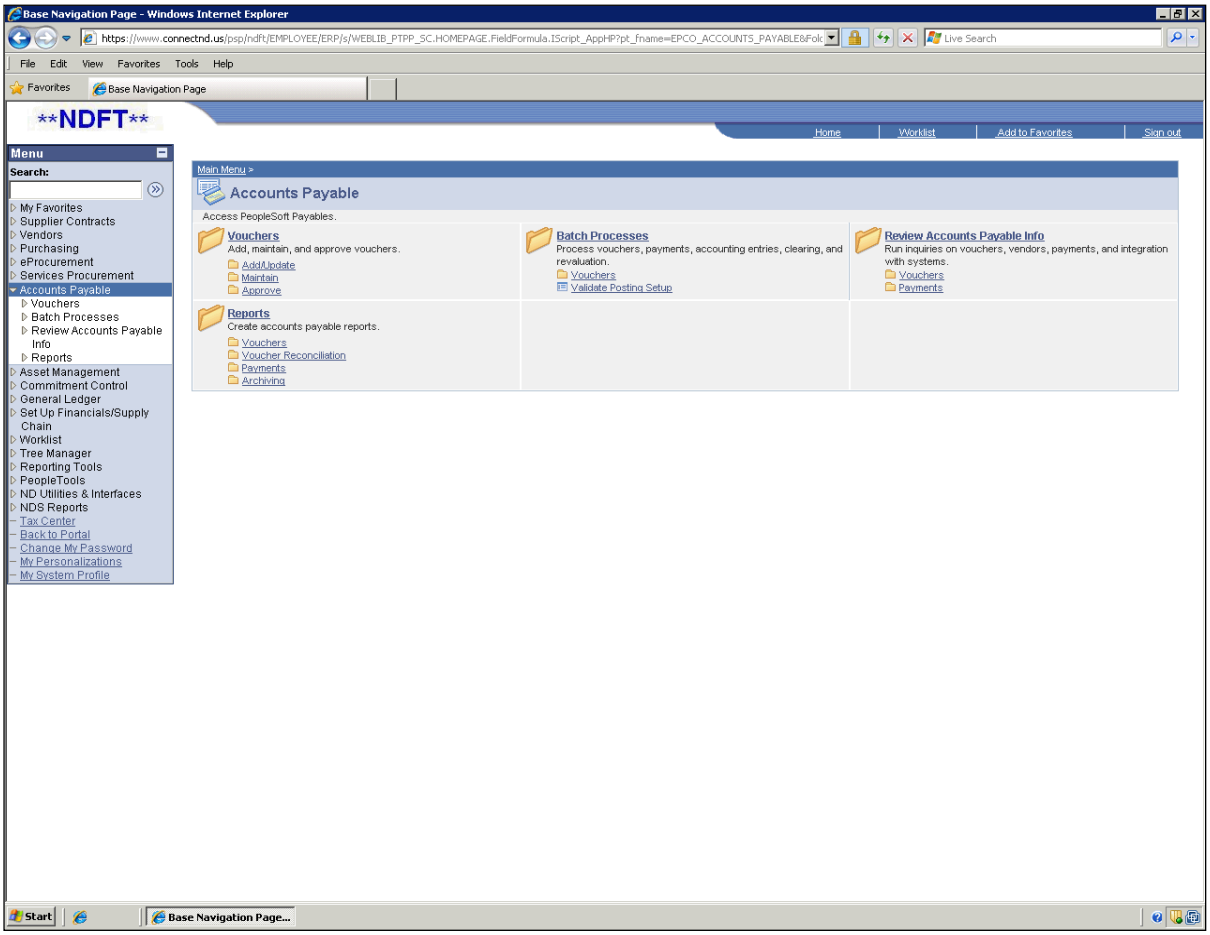
Procedure

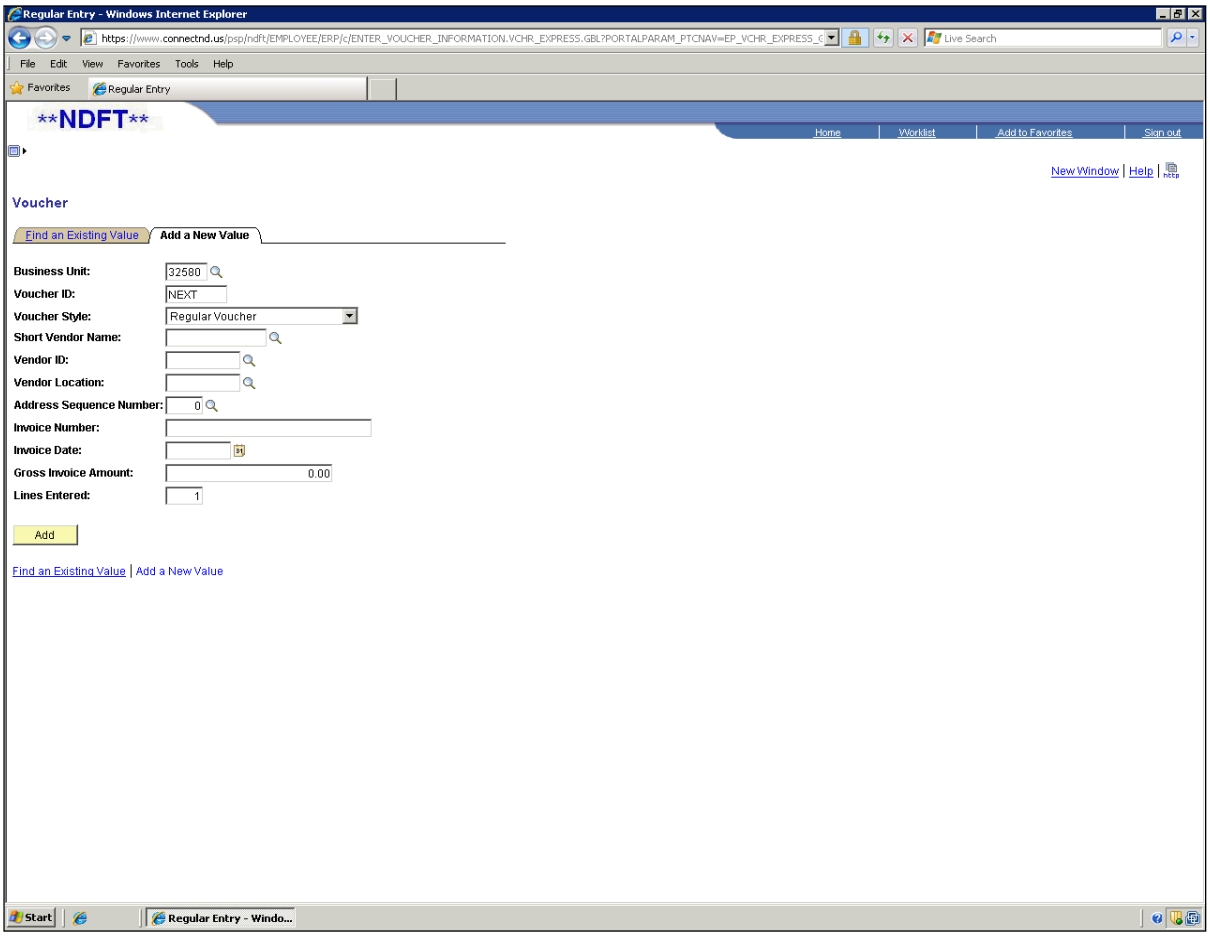
The following screens show how to change the withholding class from the default that will automatically fill in on a reportable vendor.



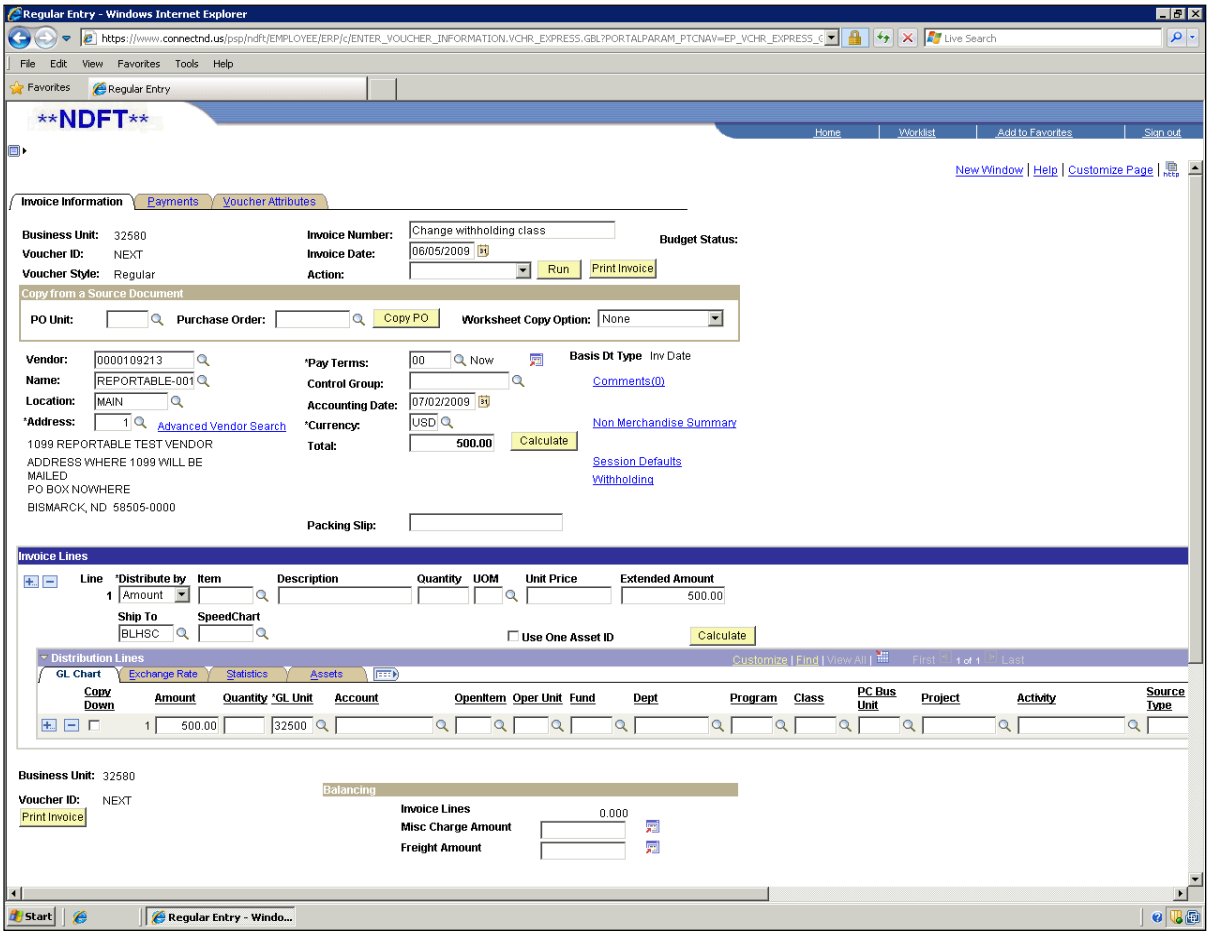
Step	Action
1.	Click the **Accounts Payable** link. ▷ Accounts Payable



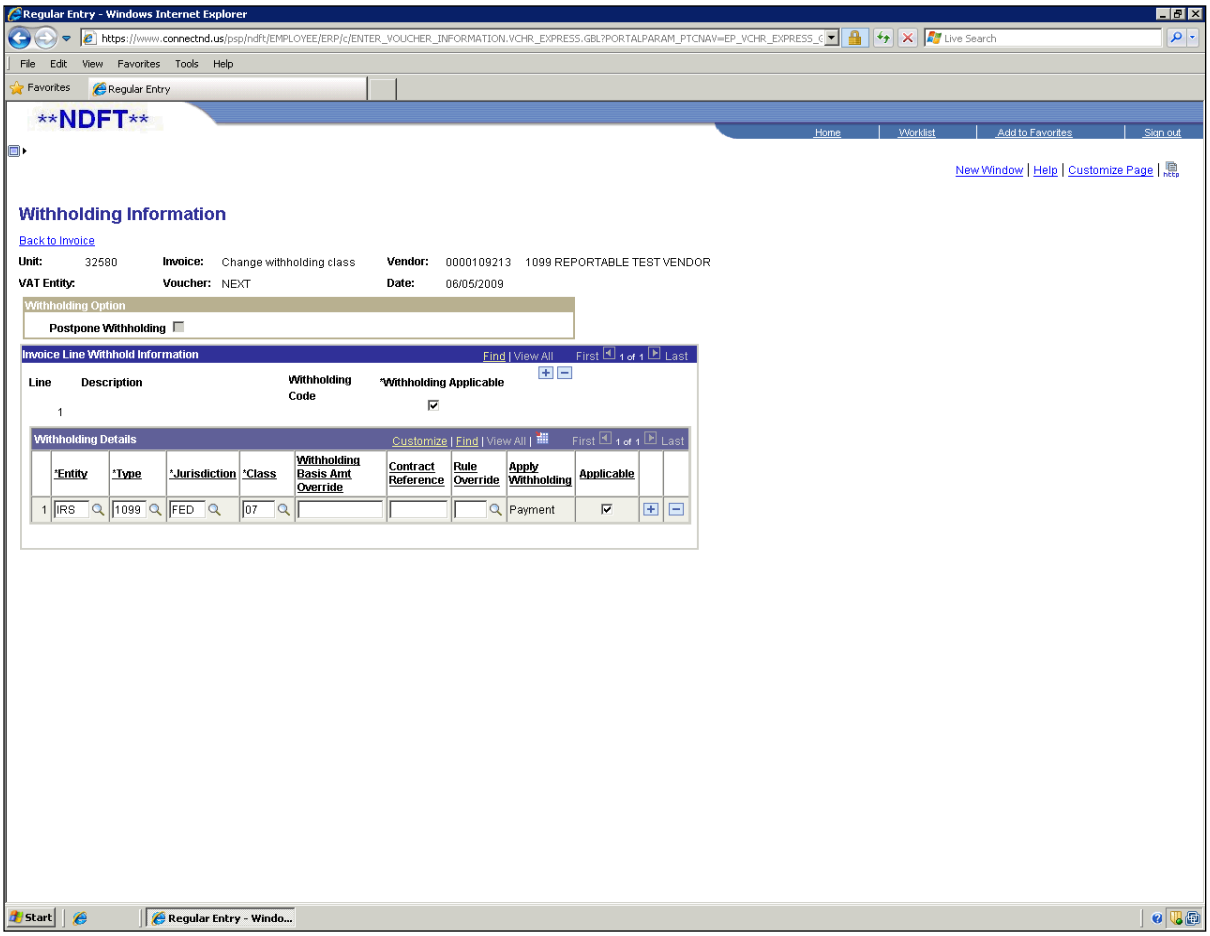
Step	Action
2.	Click the **Vouchers** link. ▷ Vouchers
3.	Click the **Regular Entry** link. Regular Entry



Step	Action
4.	For our sample vendor, enter "**0000109213**" into the **Vendor ID** field.
5.	Click the **Look up Vendor Location (Alt+5)** button.
6.	This voucher needs to be reported on a 1099-MISC form, so click the **MAIN** link. MAIN
7.	Enter the desired information into the **Invoice Number** field. Enter "**Change withholding class**" for this example.
8.	Enter "**060509**" into the **Invoice Date** field.
9.	Enter the desired information into the **Gross Invoice Amount** field. Enter "**500.00**".
10.	Click the **Add** button. Add



Step	Action
11.	Click the **Withholding** link. Withholding
12.	Before we continue, the concept of a default withholding class must be explained. All vendors with 1099 information must have one class set up as a default in case the voucher enterer forgets to select one. Since most 1099-MISC reporting is made on the 07 class for Nonemployee Compensation (services), Vendor Registry usually sets up new reportable vendors with this default. Just because this default class fills in automatically, it does not mean that it cannot be changed. Agencies must determine which class will best apply to each payment.



Step	Action
13.	To see which withholding classes are available for this vendor, click the **Look up Class (Alt+5)** button.
14.	In this example, the vendor has six different classes set up. Since we want to make a rent payment to this vendor, click the **01** link. If the class you need does not appear in this list, contact **Vendor Registry** right away, and they will set up the classes necessary for payments to this vendor. 01
15.	Click the **Back to Invoice** link. Back to Invoice
16.	Vendor Registry can be emailed at **spovendor@nd.gov** for help setting up new classes for vendors. This concludes the instructions on how to change a vendor's withholding class. **End of Procedure.**

ST 4.2.7 - Using the Override Field under Withholding

Reportable and Nonreportable - Using the Override Field

Following are instructions on the quickest method to reduce the amount that should be reported on a 1099-MISC from the total voucher amount.

Key Words:

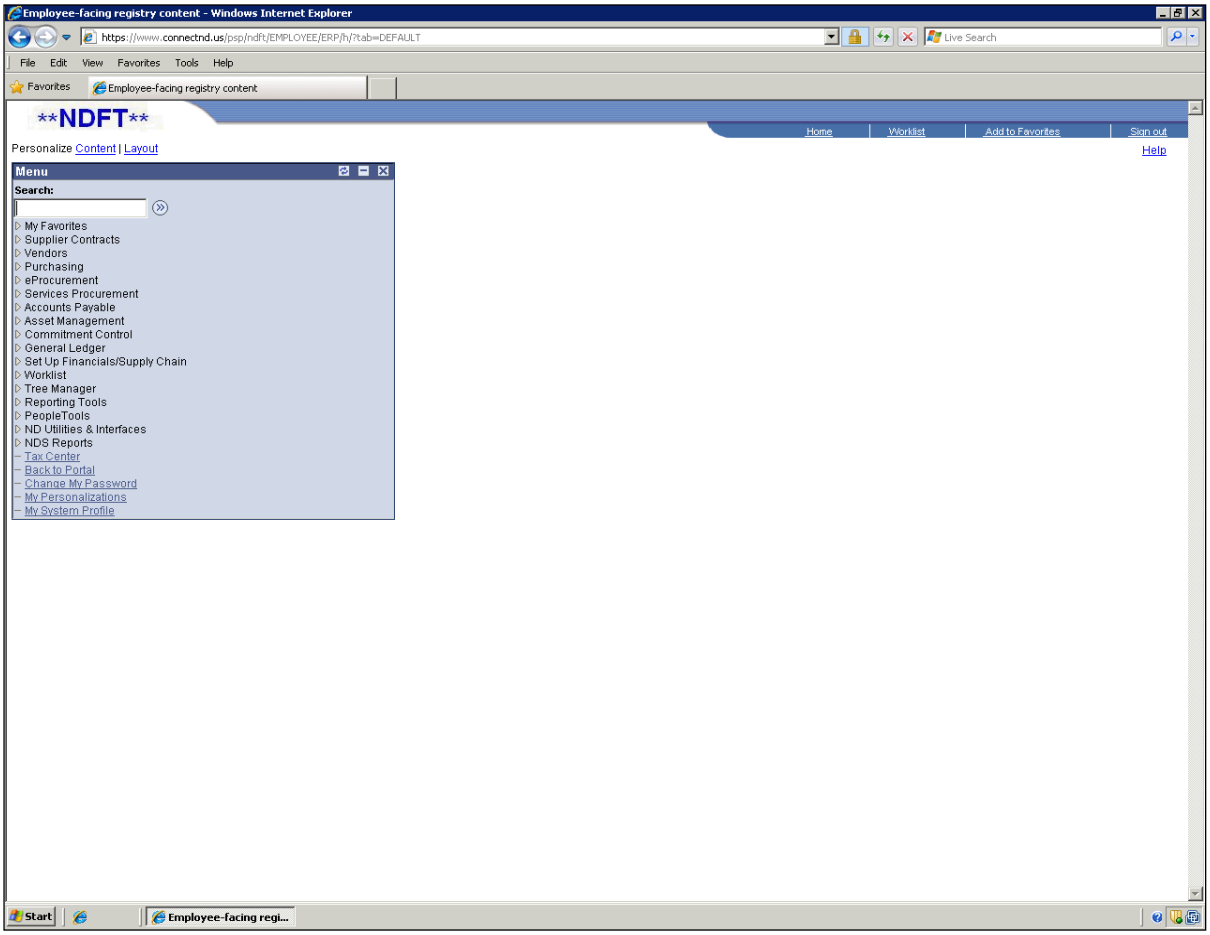
voucher
1099
withholding
reporting
override
split
reportable
nonreportable
non-reportable

Version 1 dated July 23, 2010.

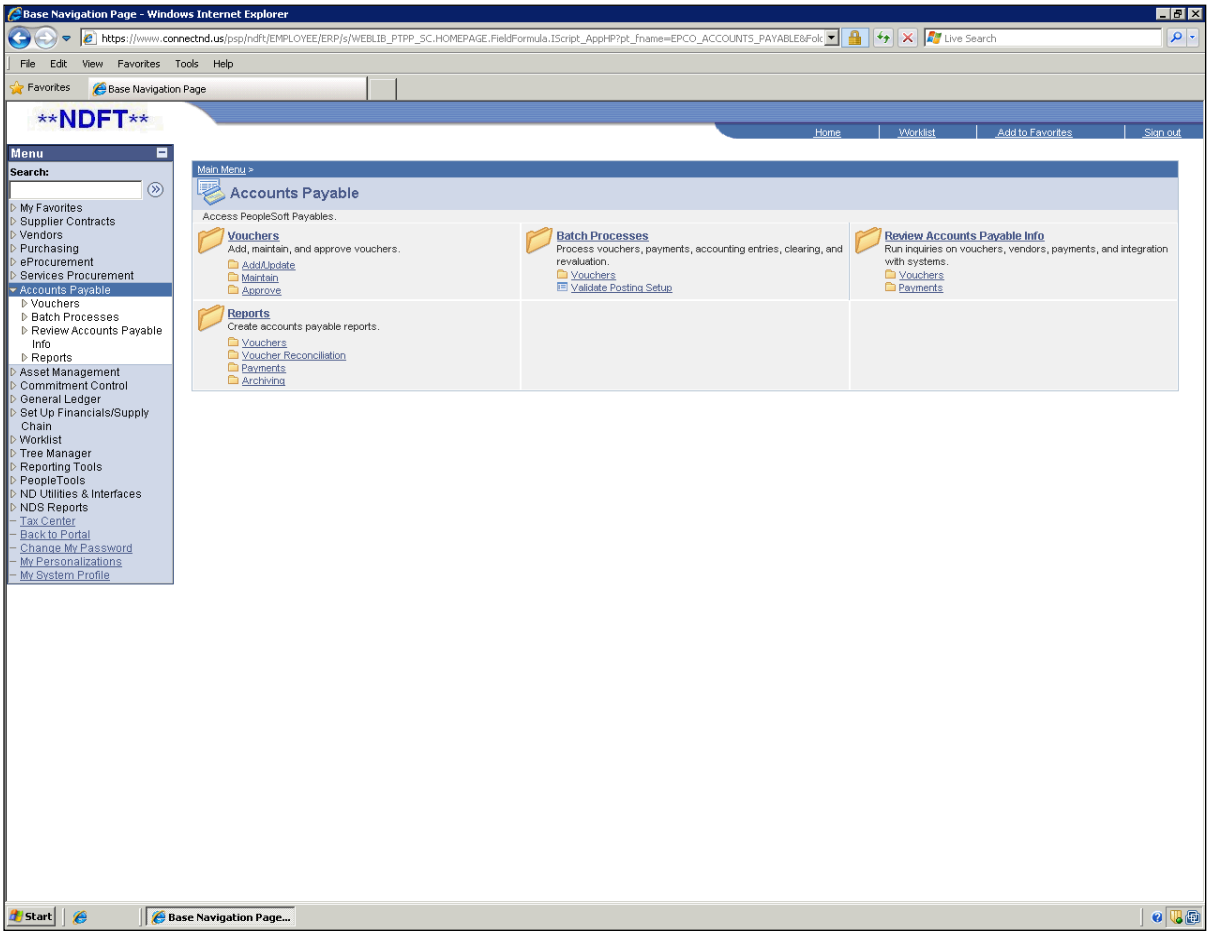
Procedure

There is an easy way to change the amount reported on a 1099-MISC form instead of just reporting the entire voucher amount. Some examples of when you may have to split the voucher amount between reportable services and non-reportable payments:

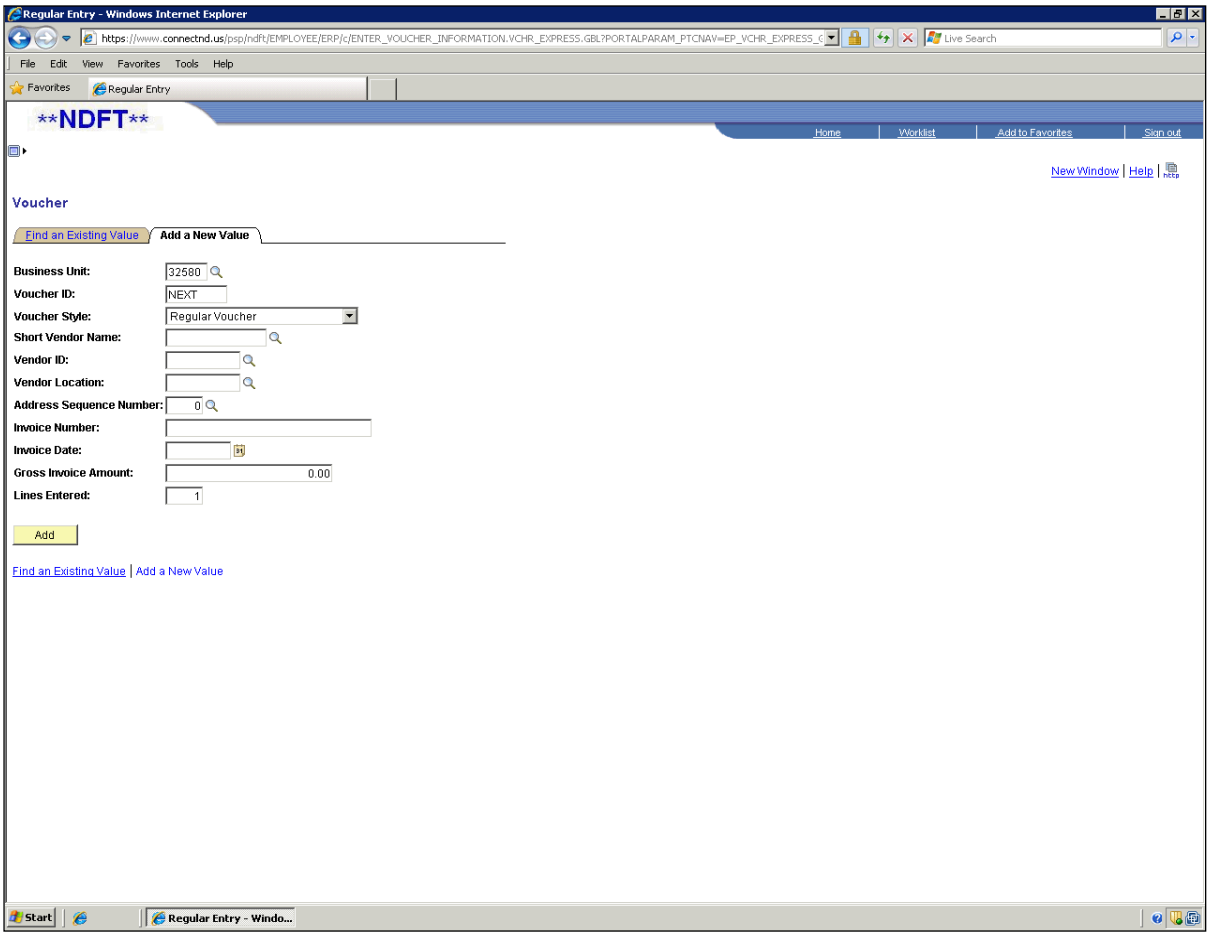
1. Repairs that involve parts and labor;
2. Paying for contracted services and reimbursing travel expenses;
3. Purchasing large items, where the freight expense (reportable) is a large part of the invoice.

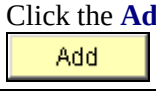


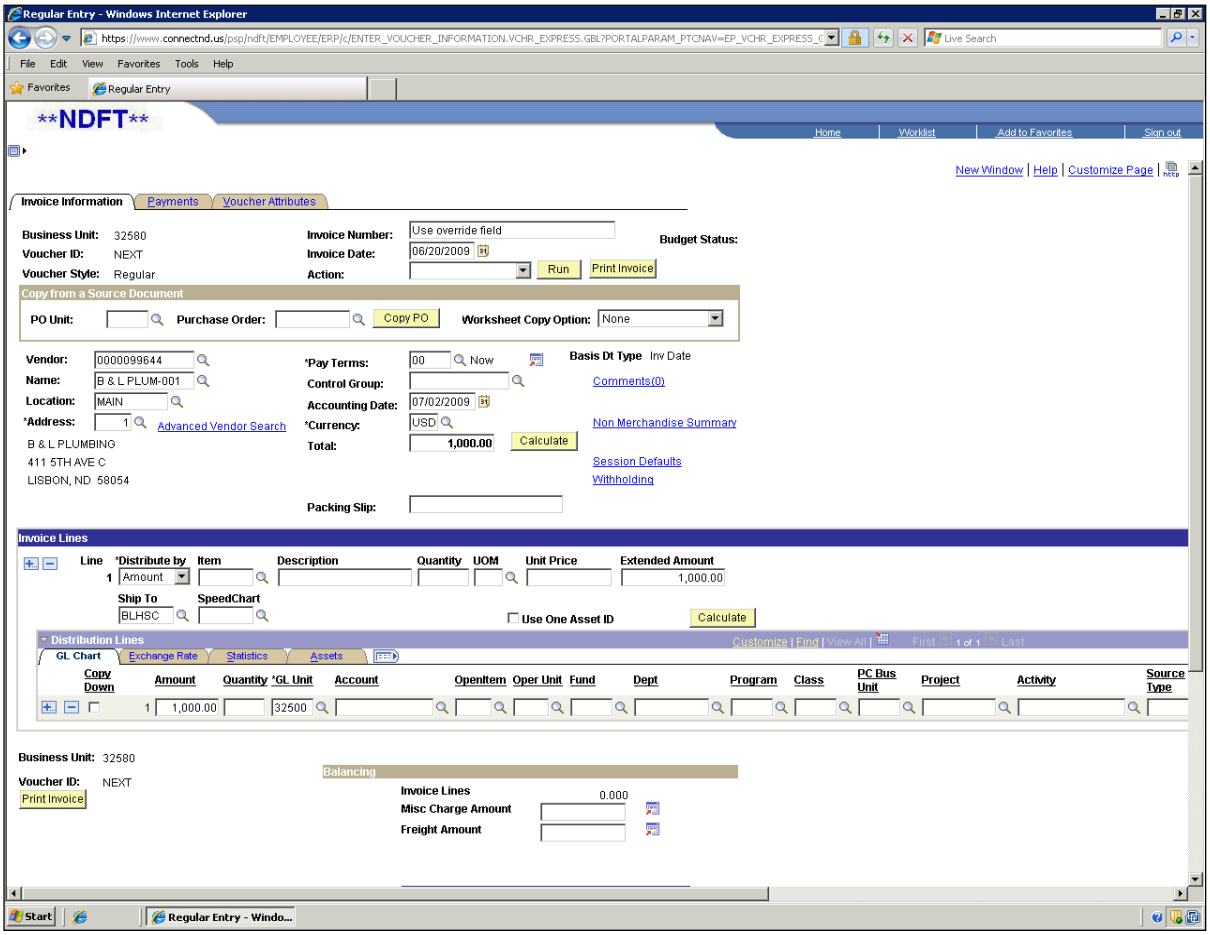
Step	Action
1.	Click the **Accounts Payable** link. ▷ Accounts Payable



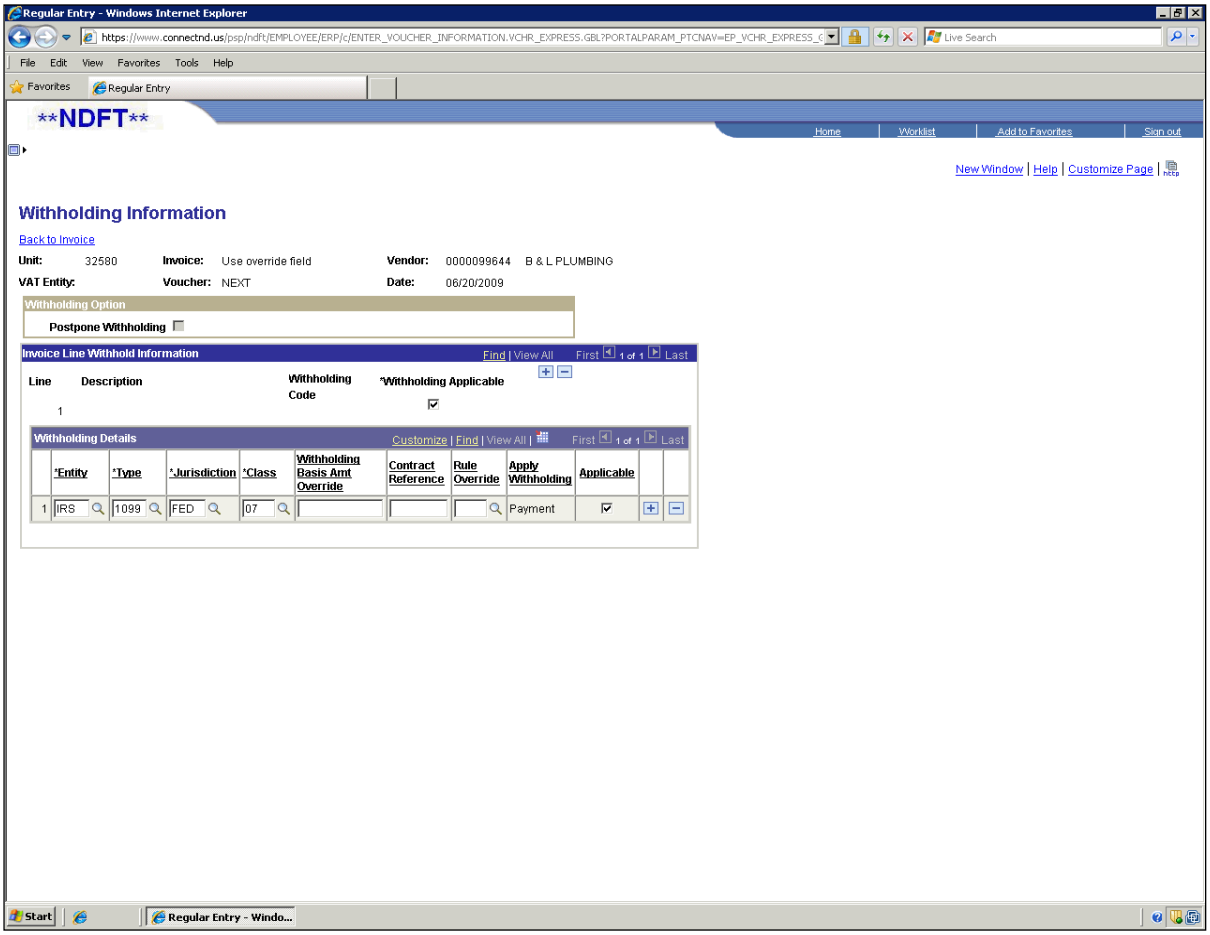
Step	Action
2.	Click the **Vouchers** link. Vouchers
3.	Click the **Regular Entry** link. Regular Entry



Step	Action
4.	For this example, enter "**0000099644**" into the **Vendor ID** field. (five zeroes then 99644)
5.	Click the **Look up Vendor Location (Alt+5)** button.
6.	Click the **MAIN** link.
7.	Enter "**Using the override field**" into the **Invoice Number** field.
8.	Enter "**062009**" into the **Invoice Date** field.
9.	Enter "**1000.00**" into the **Gross Invoice Amount** field. (Hit **Enter** afterward in Try It! mode)
10.	Click the **Add** button. 



Step	Action
11.	Let's say that we are going to pay the plumbers $1,000 in this voucher, but only $600 of that amount is for services provided. Click the **Withholding** link for a quick method of changing the reportable amount. Withholding



Step	Action
12.	Enter "**600.00**" into the **Withholding Basis Amt Override** field.
13.	Click the **Back to Invoice** link. Back to Invoice
14.	This method is especially useful when the agency is only using one invoice line or one distribution line to charge the entire voucher amount to a single account or speedchart. By using the override field, only the $600 will be reported on this sample voucher.
15.	If this method does not work for you, see the topic called "Using Two Invoice Lines" to see how to split the reportable amount from the non-reportable amount within a voucher. Otherwise, these steps are all you have to do to reduce the amount that is reported! **End of Procedure.**

ST 4.2.8 - Using Two Invoice Lines to Split Reporting

Reportable & Nonreportable - Using Two Invoice Lines

See Topic 4.2.7 for the easiest way to split a voucher between reportable and non-reportable amounts. However, that method will not work in every situation. The following topic shows an alternate way to split 1099-MISC reporting by using two invoice lines instead.

Key Words:

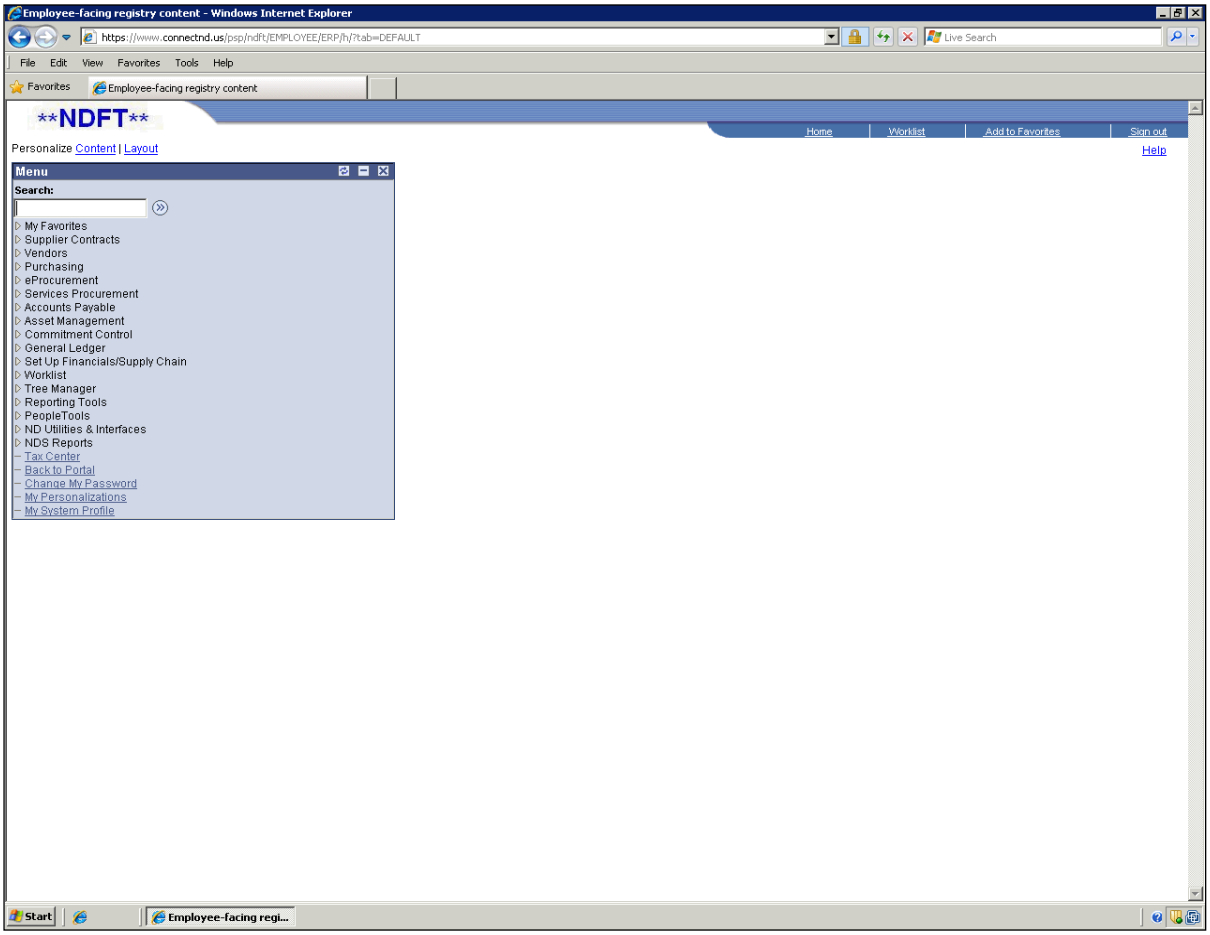
voucher
invoice
lines
split
reporting
withholding
nonreportable
non-reportable
reportable

Version 1 dated July 23, 2010

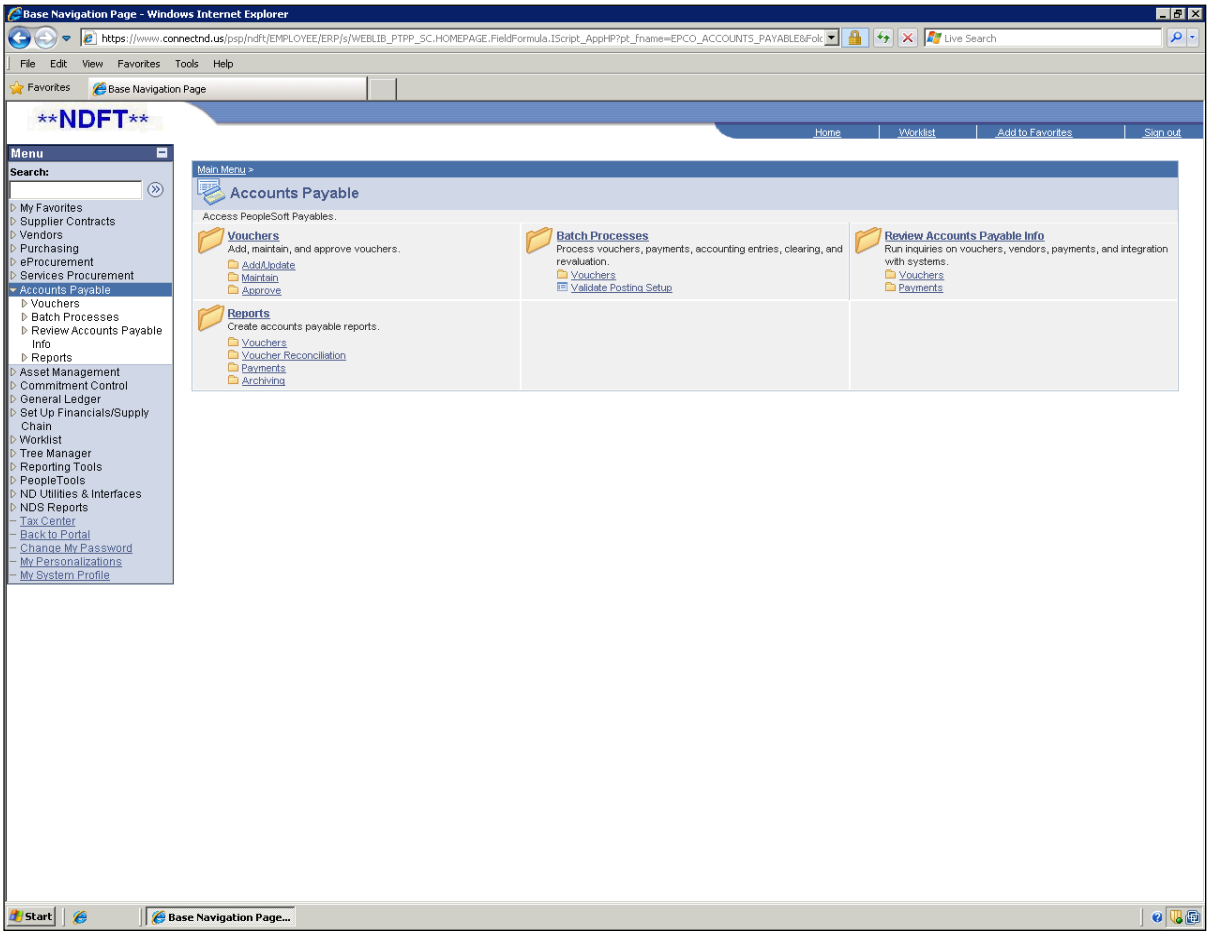
Procedure

Payments for repairs often contain non reportable items like parts and reportable services such as labor. This learning topic will demonstrate how to enter two invoice lines on a voucher when you want to split out the payment for reporting on a 1099-MISC form.

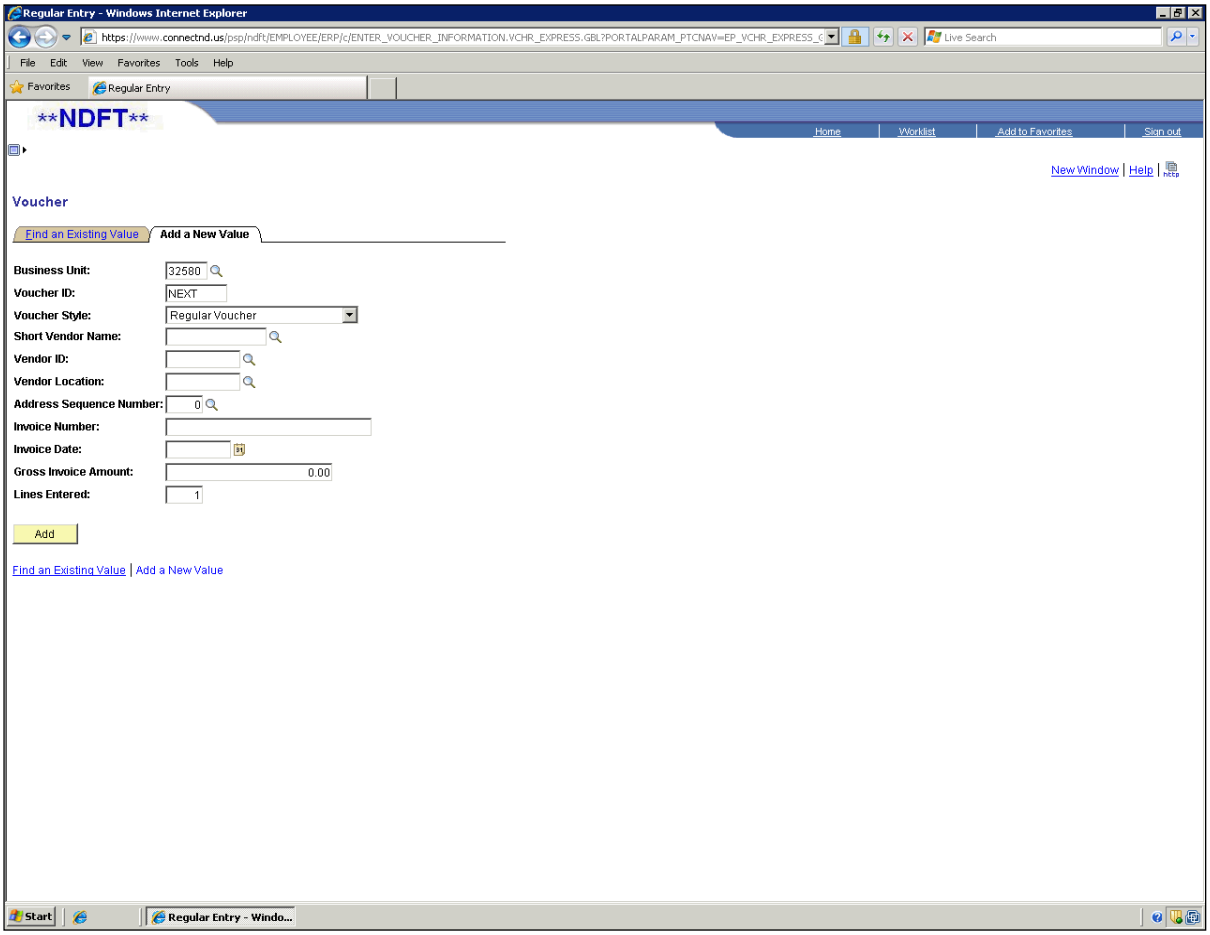
See also the topic on "**Using the Override Field**" which provides essentially the same end result, but is an easier procedure.



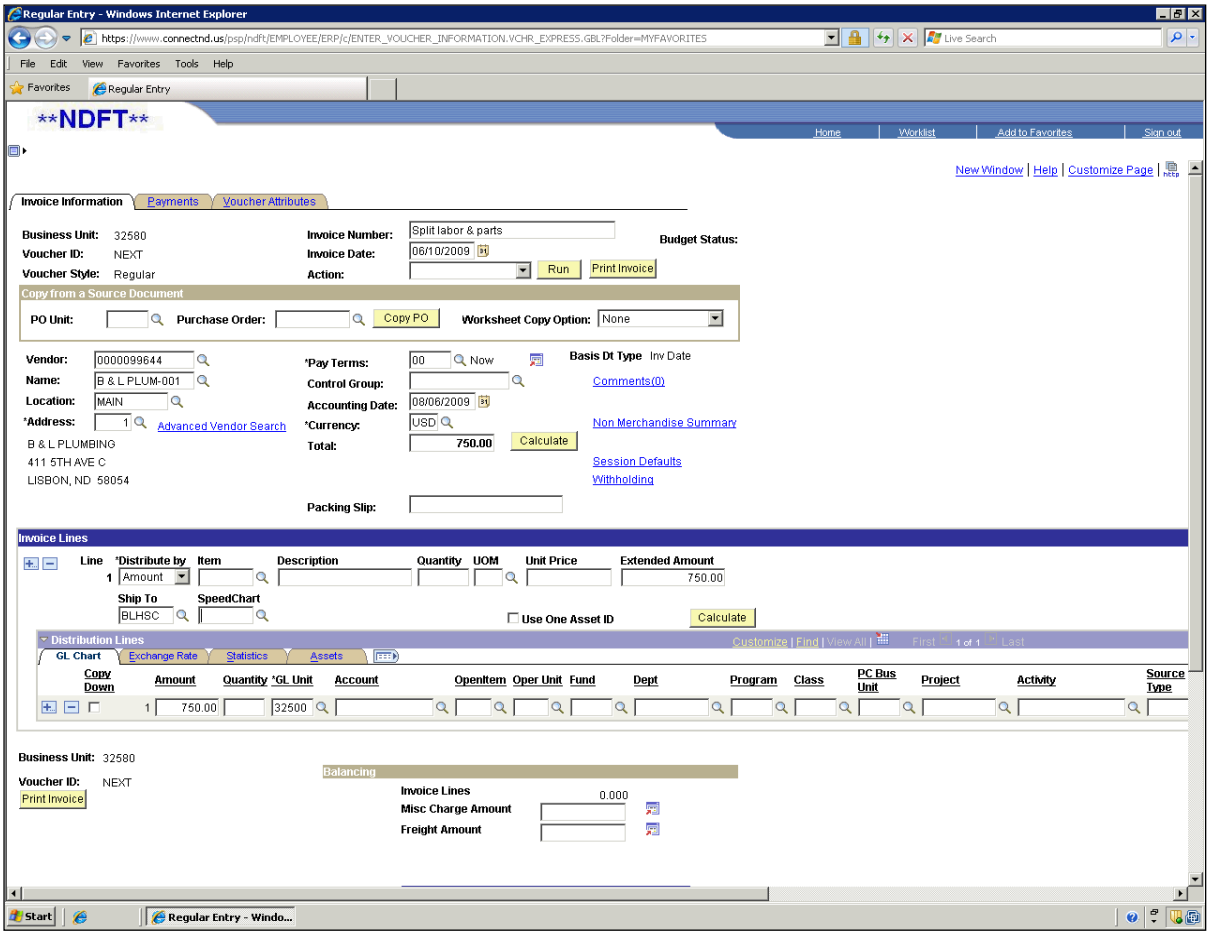
Step	Action
1.	Click the **Accounts Payable** link. ▷ Accounts Payable



Step	Action
2.	Click the **Vouchers** link. ▷ Vouchers
3.	Click the **Regular Entry** link. Regular Entry

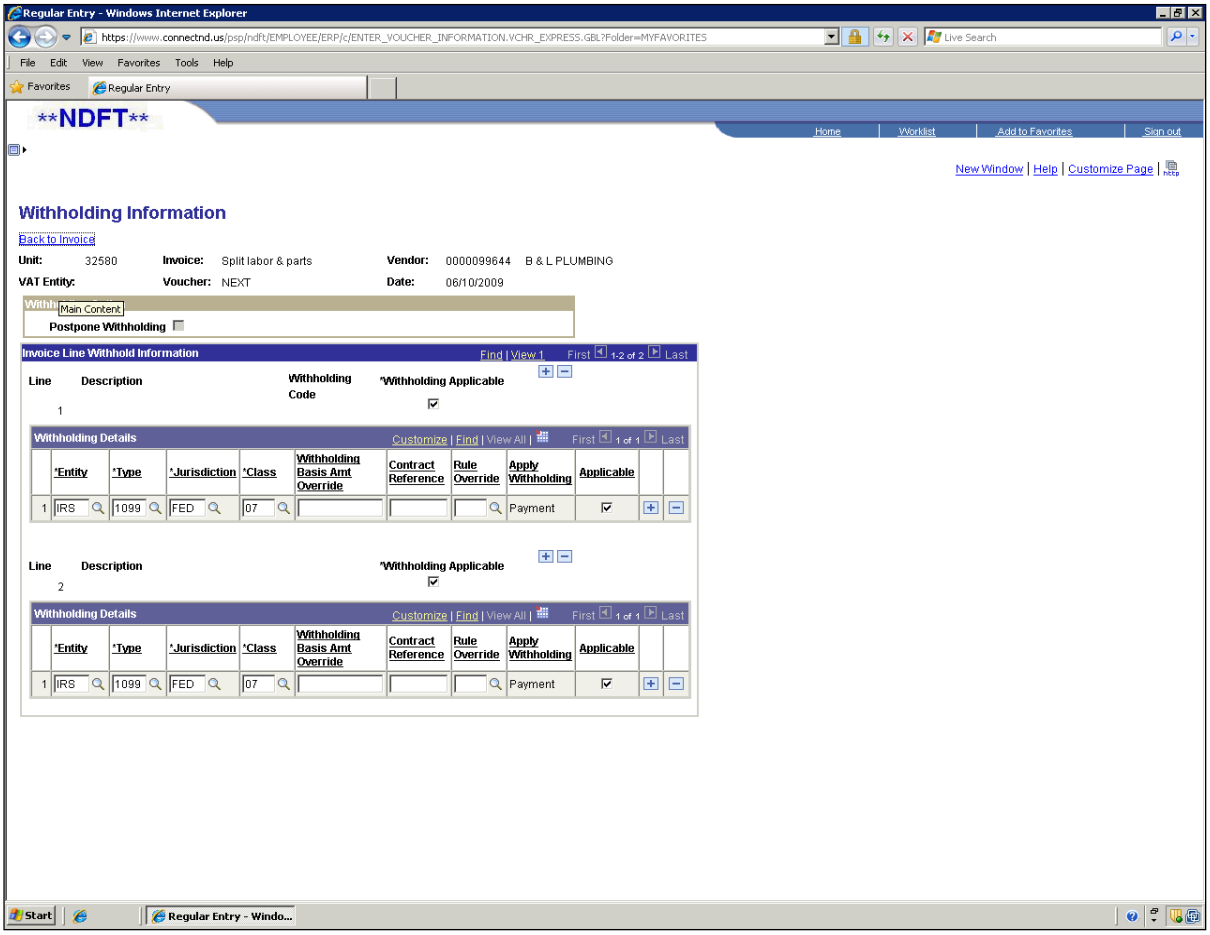


Step	Action
4.	For this exercise, enter "**0000099644**" into the **Vendor ID** field.
5.	Always click the **Look up Vendor Location (Alt+5)** button to verify the location is correct.
6.	This vendor only has one location, so click the **MAIN** link. MAIN
7.	Enter "**Split labor & parts**" into the **Invoice Number** field.
8.	Enter "**750.00**" into the **Gross Invoice Amount** field.
9.	**NOTE:** This is where we differ from entering most vouchers. To split your voucher between a line that needs to be reported on a 1099-MISC and a line that is non-reportable, enter "**2**" into the **Lines Entered** field.
10.	Click the **Add** button. Add

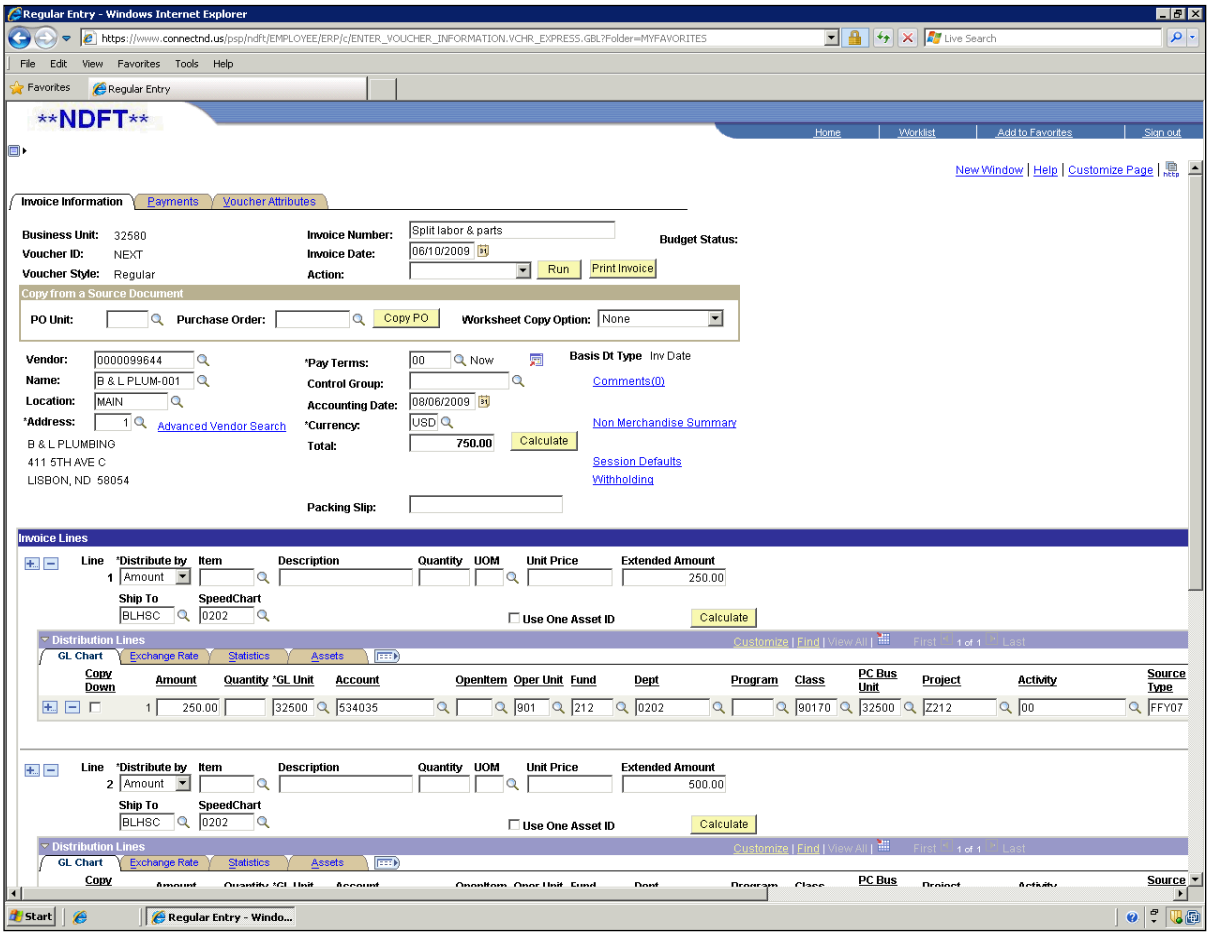


Step	Action
11.	Click the **Look up SpeedChart (Alt+5)** button.
12.	Click the **Conference Account** link.
13.	Enter the correct account number into the **Account** field. Enter "**534035**" for this example for repair parts.
14.	Scroll the bottom bar to the right until you see that you are looking at one of two invoice lines.
15.	Click the **View All** link.
16.	Scroll back over the left, then down, so you can see both invoice lines.
17.	Enter the same SpeedChart on this line as the previous in the **SpeedChart** field. Enter "**0202**".

Step	Action
18.	Click the **Look up SpeedChart (Alt+5)** button.
19.	Click the **0202** link.
20.	Since this invoice line is going to be for the reportable amount, enter an account number for services in the **Account** field. Enter "**591030**".
21.	Change the amount in the **Extended Amount** field for the cost of the parts involved. Enter "**250.00**".
22.	Change the **Extended Amount** field on this line to represent the cost of the services. Enter "**500.00**".
23.	Let's see what the **Withholding** link looks like now.



Step	Action
24.	Click the **Withholding Applicable** option to remove reporting from this line.
25.	We do not want this line to be reportable, because it is for the parts amount. Click the **Applicable** option.
26.	Leave the second line alone to report the $500.00 in services. Click the **Back to Invoice** link. Back to Invoice



Step	Action
27.	Once you are confident that the right amount will be reported on this voucher, save and budget check as normal. For this example, just click the **Home** link. Home

Step	Action
28.	That is how to split parts and labor for 1099 reporting purposes, or any reportable and non-reportable expenses on the same voucher. If the invoice combines all the repairs into one lump amount, do not hesitate to report the entire amount. The IRS says over and over that it is better to report the entire amount rather than none of it. **End of Procedure.**

ST Lesson 4.3 - Batch Processing

Batch Processing

PeopleSoft Payables provides the process to budget check and build vouchers in batch format from various source transactions.

ST 4.3.1 - Batch Budget Checking

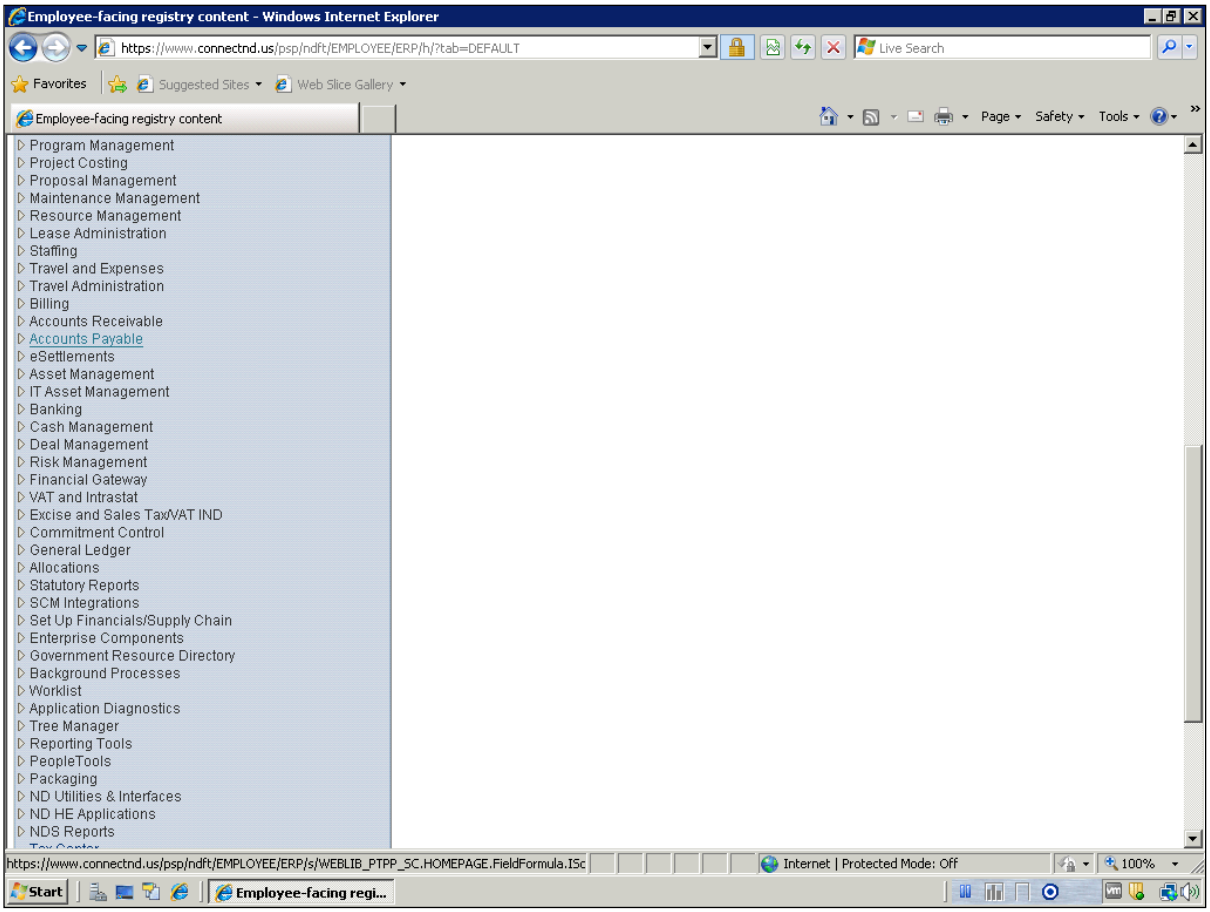
Batch Budget Checking

Navigation: Accounts Payable > Batch Processes > Vouchers > Budget Check

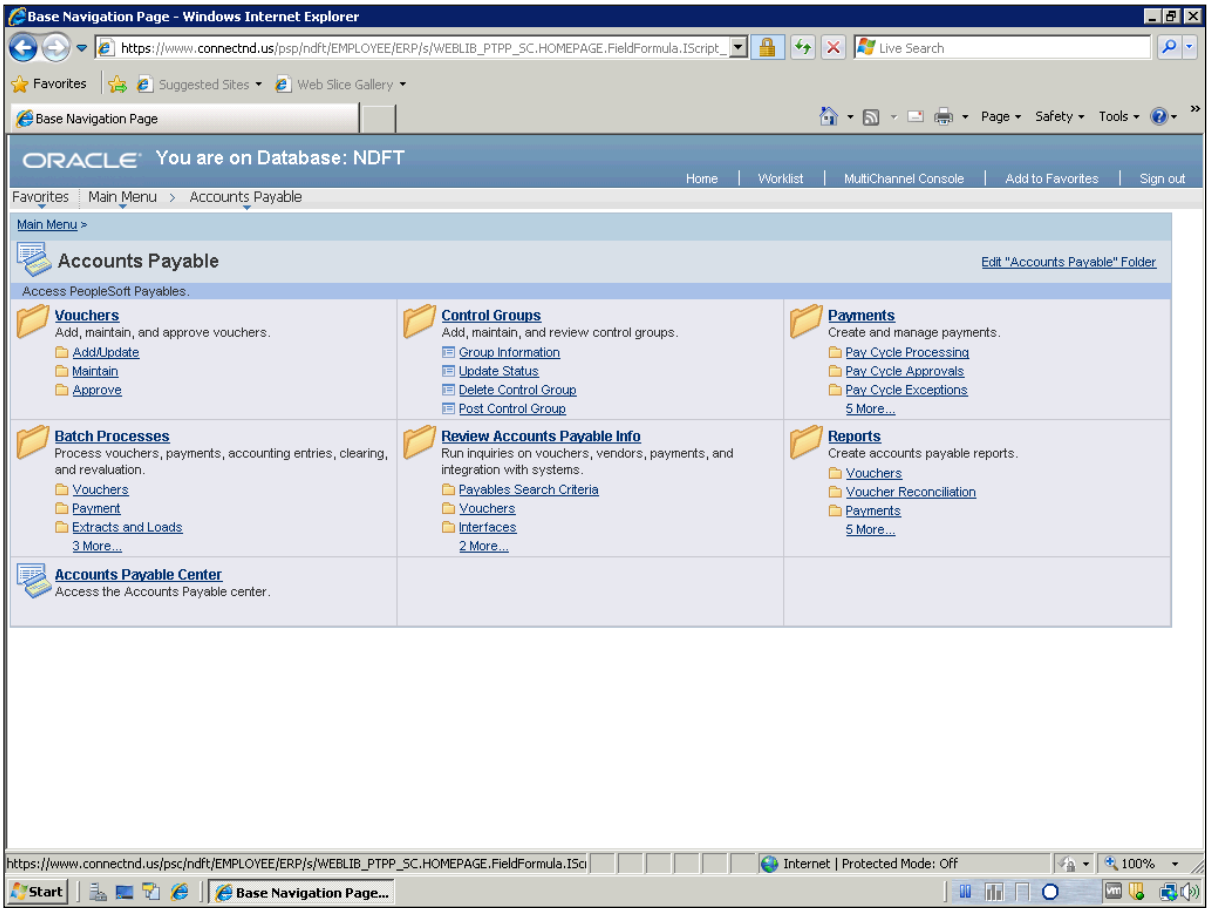
If applicable, agencies can budget check multiple vouchers through the batch budget checking process.

Procedure

This topic shows how to run a Batch Budget Checking process.

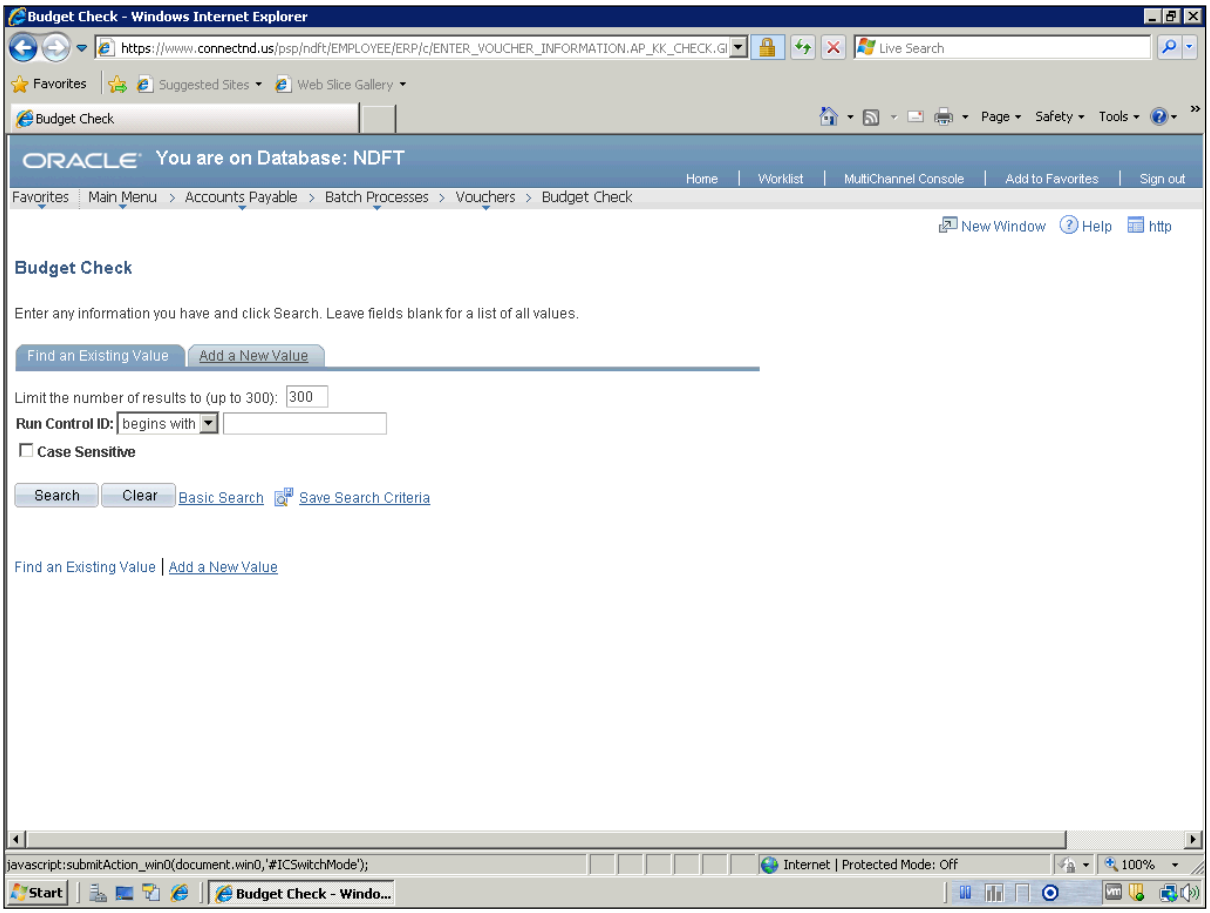


Step	Action
1.	Click the **Accounts Payable** link. ▷ Accounts Payable



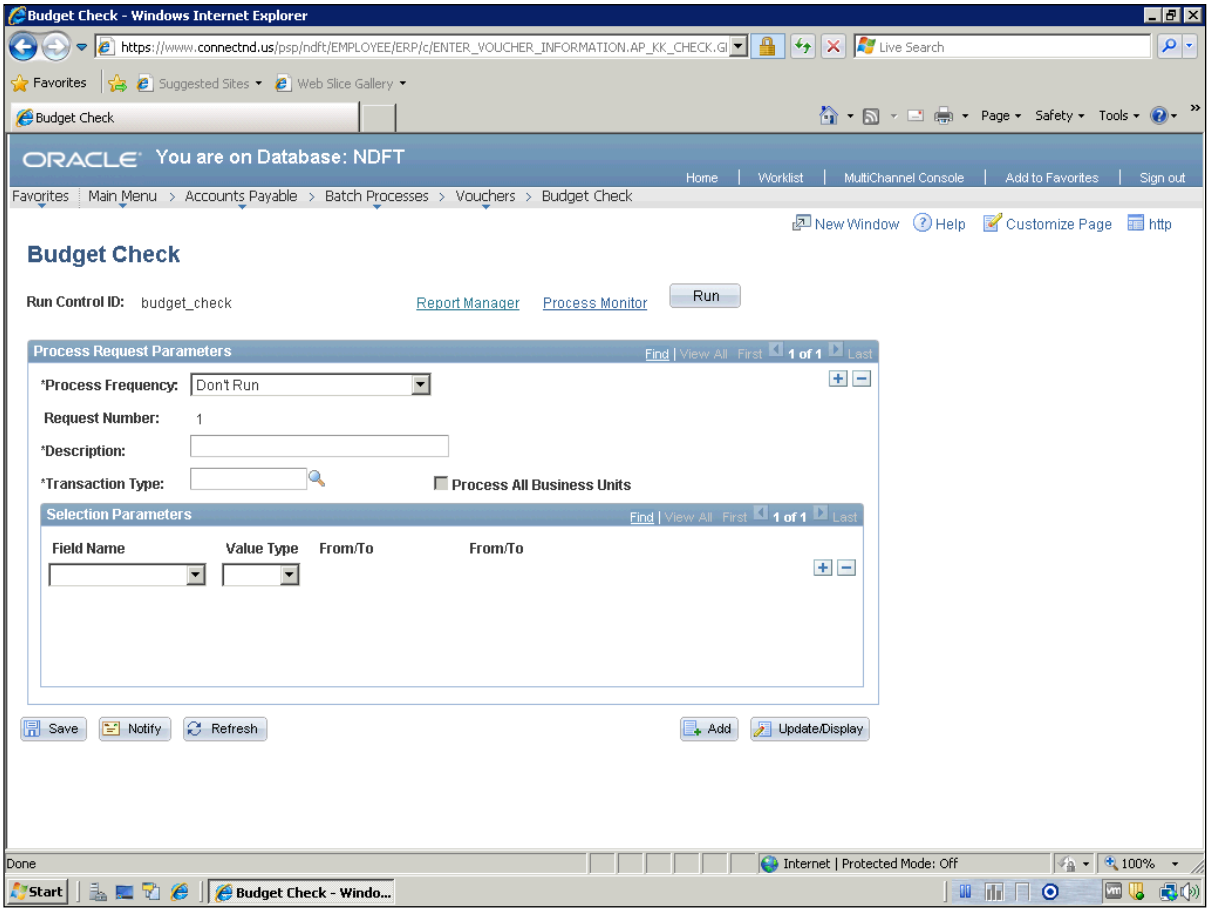
Step	Action
2.	Click the **Batch Processes** link. Batch Processes
3.	Click the **Vouchers** link. Vouchers
4.	Click the **Budget Check** link. Budget Check

Step	Action
5.	After navigating to a report, the user will be asked to enter a Run Control ID: The Run control is a database record that allows a user to define criteria for a specific process. The Run Control is saved after it is created and can be used again, or modified, the next time the same process is run. Run Controls are unique to a user ID. The first time a report is run you will need to Add a New Value. The Run Control can be any alpha/numeric combination but cannot have spaces. Once the Run Control is entered you will proceed to the parameters page.

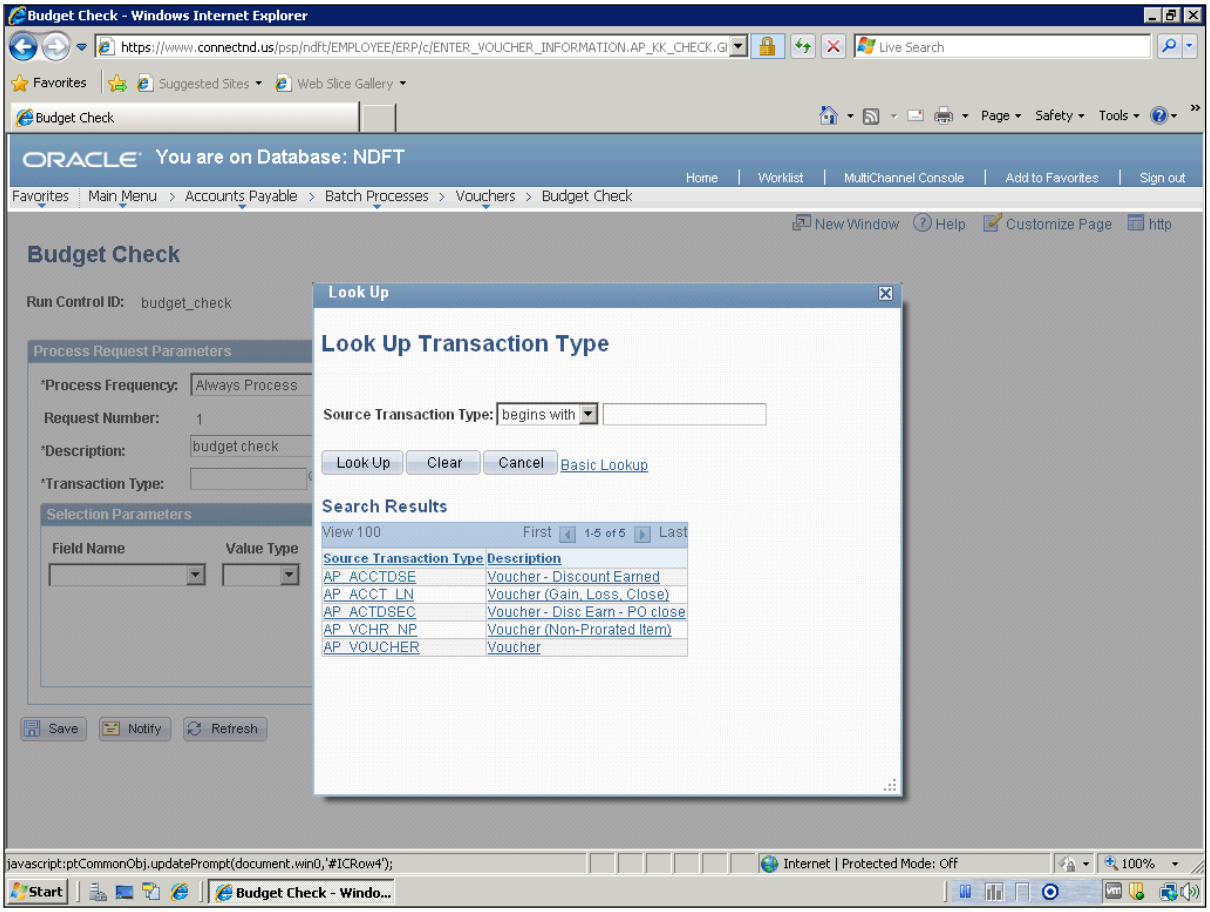


Step	Action
6.	Click the **Add a New Value** tab.
7.	Enter the desired information into the **Run Control ID** field. Enter "**budget_check**".

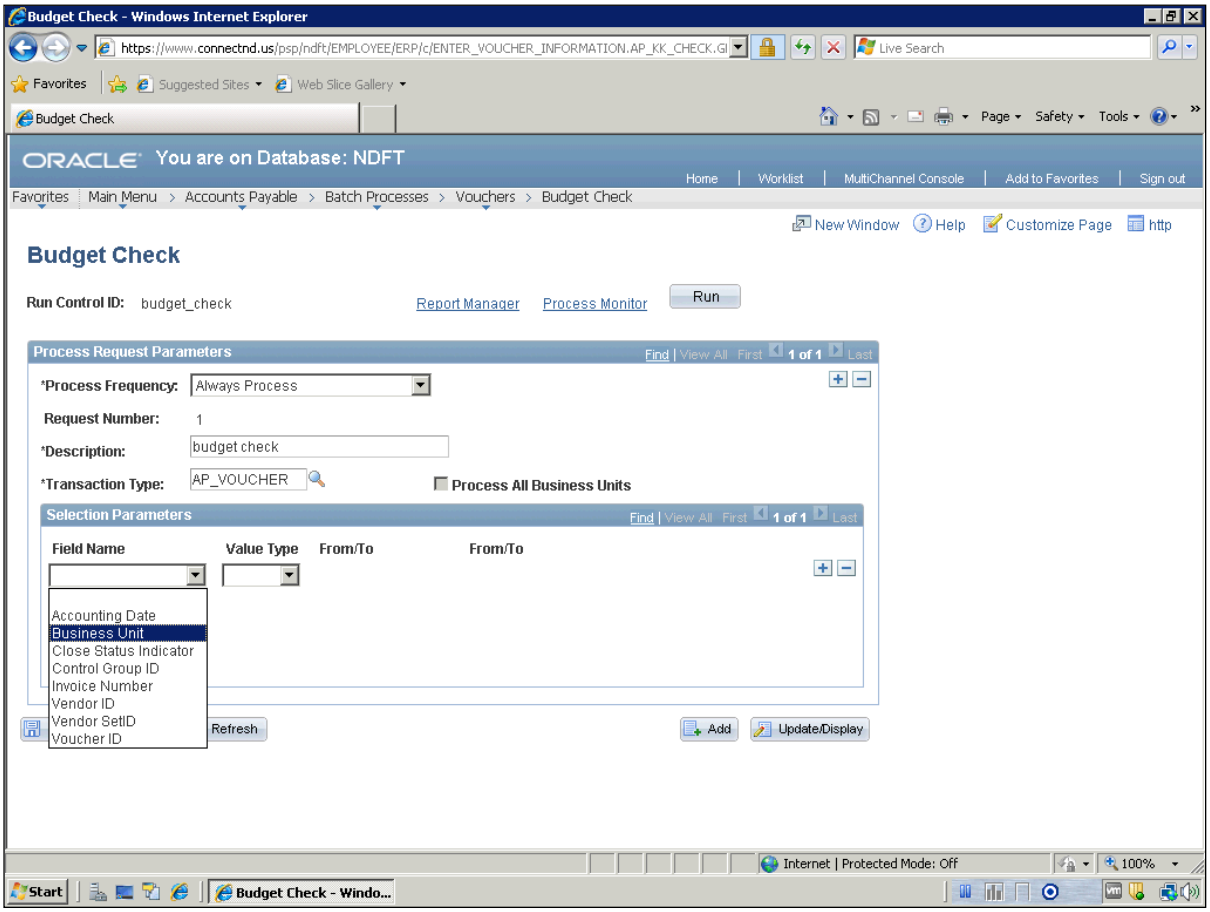
Step	Action
8.	Click the **Add** button.



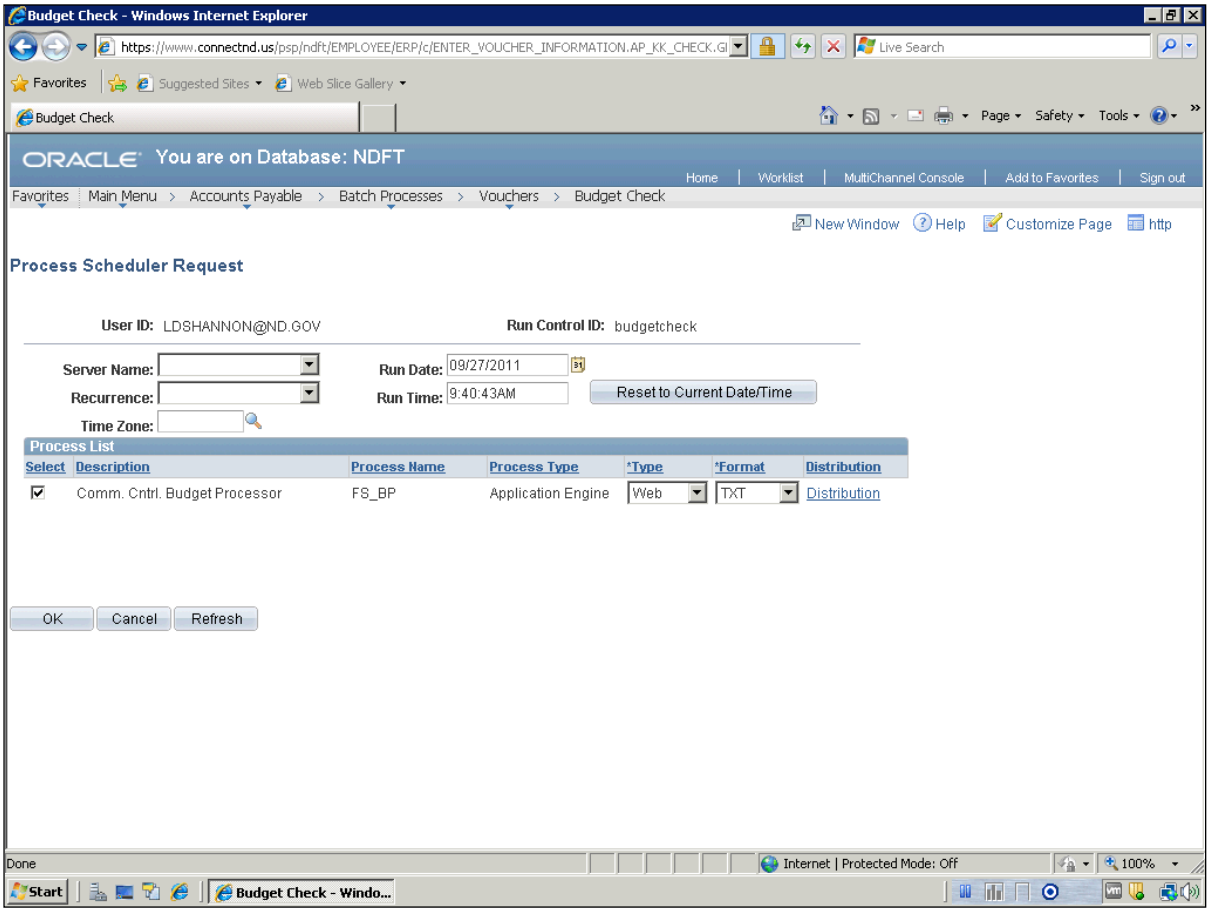
Step	Action
9.	Click the **Process Frequency** list.
10.	Click the **Always Process** list item.
11.	Enter the desired information into the **Description** field. Enter "**budget check**".
12.	Click the **Look up Transaction Type (Alt+5)** button.



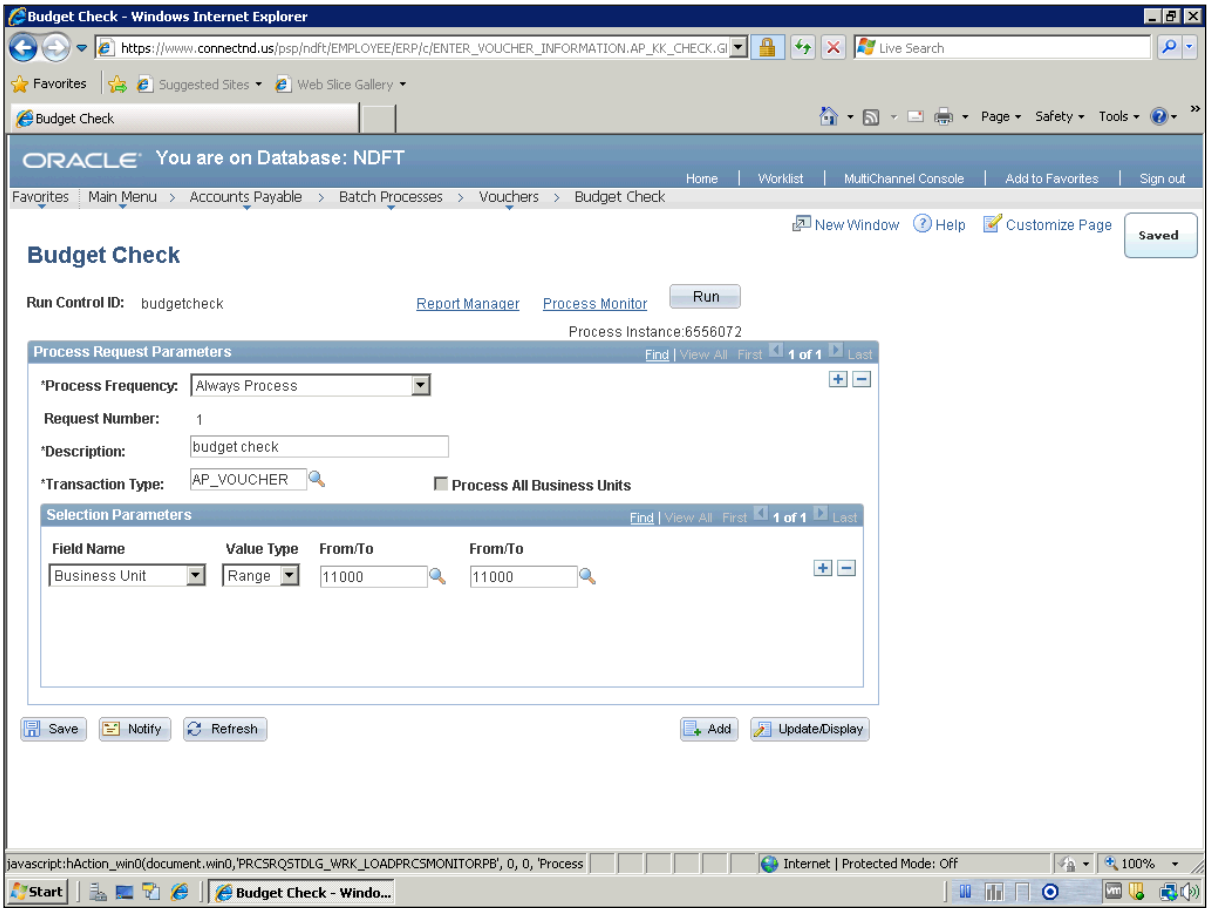
Step	Action
13.	Click the **Voucher** link. Voucher



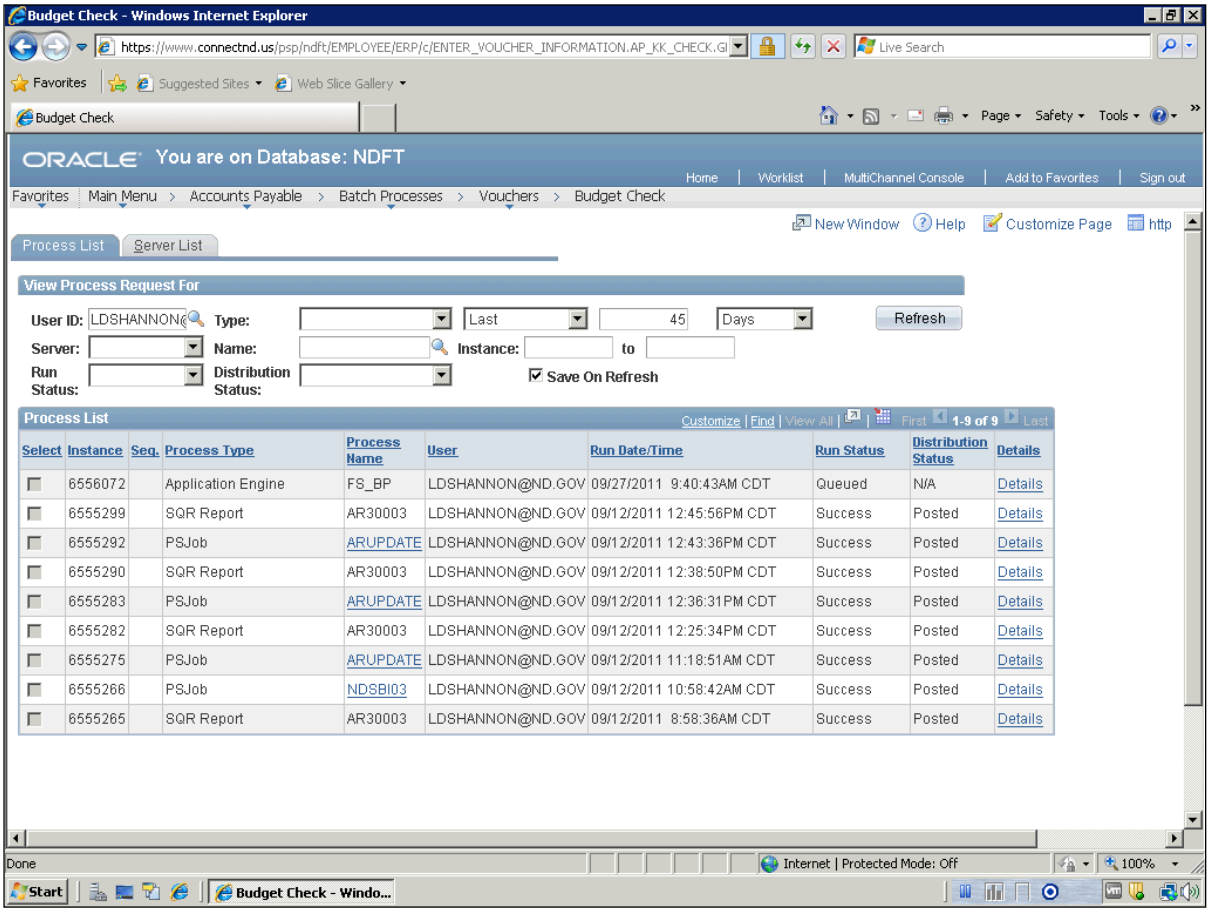
Step	Action
14.	Click the **Business Unit** list item. Business Unit
15.	Enter the desired information into the **From/To** field if necessary. Enter "**11000**".
16.	Click the **Save** button. Save
17.	Click the **Run** button. Run



Step	Action
18.	Click the **OK** button. OK



Step	Action
19.	Click the **Process Monitor** link. Process Monitor



Step	Action
20.	Click Refresh periodically to update the Run Status. Once the Status is Success and the Distribution Status is Posted, click on the Details hyperlink. Click the **Refresh** button. Refresh
21.	The process is complete when the Run Status is Sucess.
22.	This topic showed how to run the Batch Budget Checking process. **End of Procedure.**

ST 4.3.2 - Voucher Build - Errors/Staged Vouchers

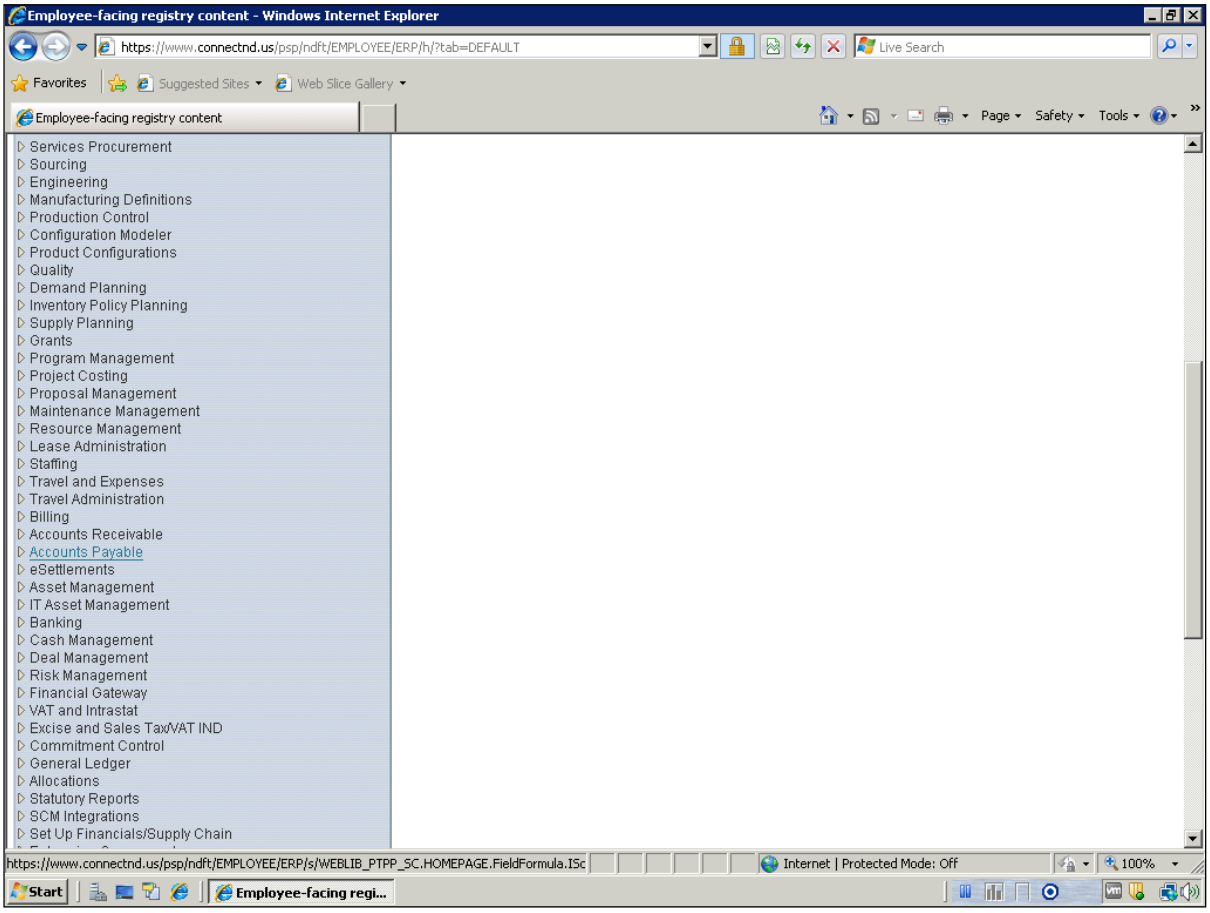
Voucher Build - Errors/Staged Vouchers

Navigation: Accounts Payable > Vouchers > Maintain > Voucher Build Error Detail

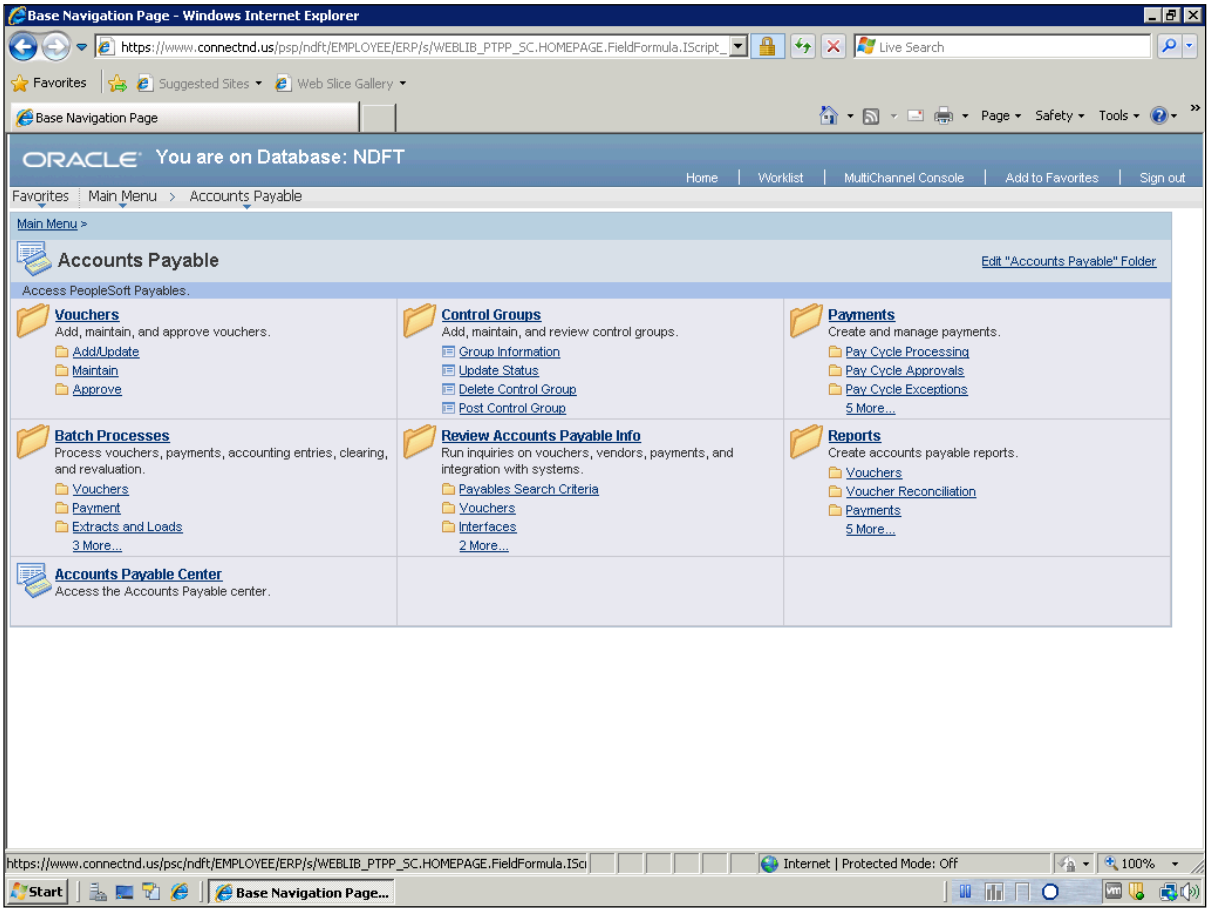
The Errors/Staged Vouchers is a component where the Voucher Build process has resulted in pre-edit errors and the vouchers are stored in tables for correction.

Procedure

This topic shows how to run the Voucher Build - Errors/Staged Vouchers process.

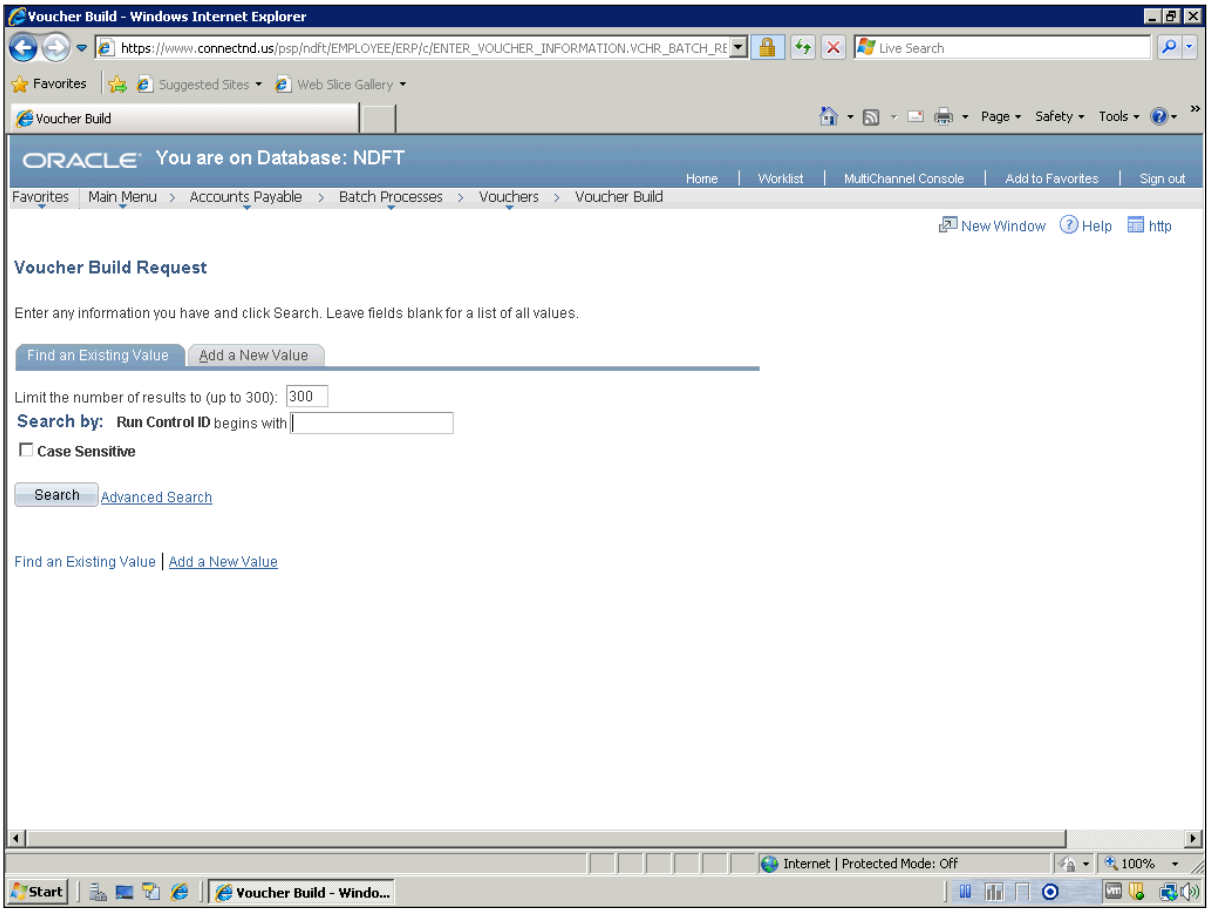


Step	Action
1.	Click the **Accounts Payable** link. Accounts Payable



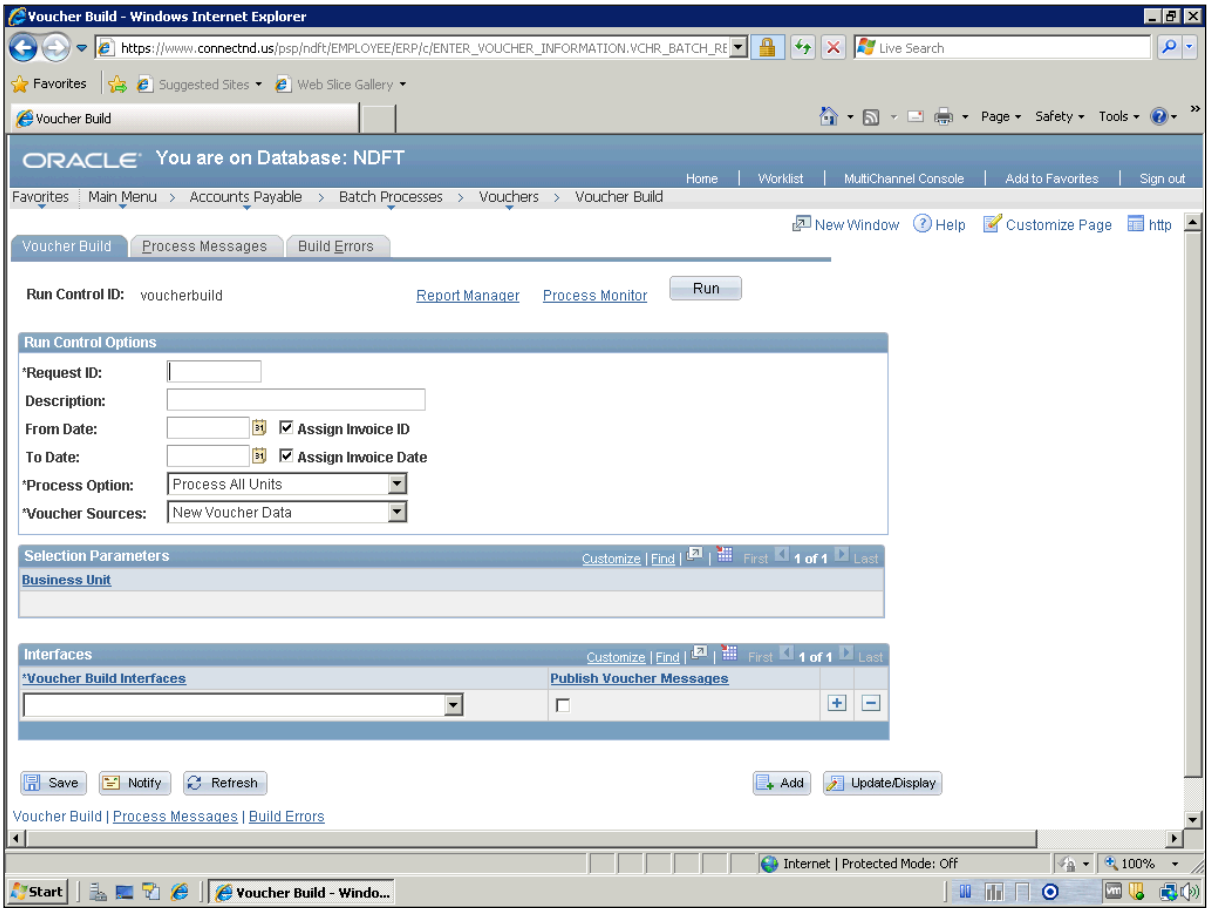
Step	Action
2.	Click the **Batch Processes** link. Batch Processes
3.	Click the **Vouchers** link. Vouchers
4.	Click the **Voucher Build** link. Voucher Build

Step	Action
5.	After navigating to a report, the user will be asked to enter a Run Control ID: The Run control is a database record that allows a user to define criteria for a specific process. The Run Control is saved after it is created and can be used again, or modified, the next time the same process is run. Run Controls are unique to a user ID. The first time a report is run you will need to Add a New Value. The Run Control can be any alpha/numeric combination but cannot have spaces. Once the Run Control is entered you will proceed to the parameters page.



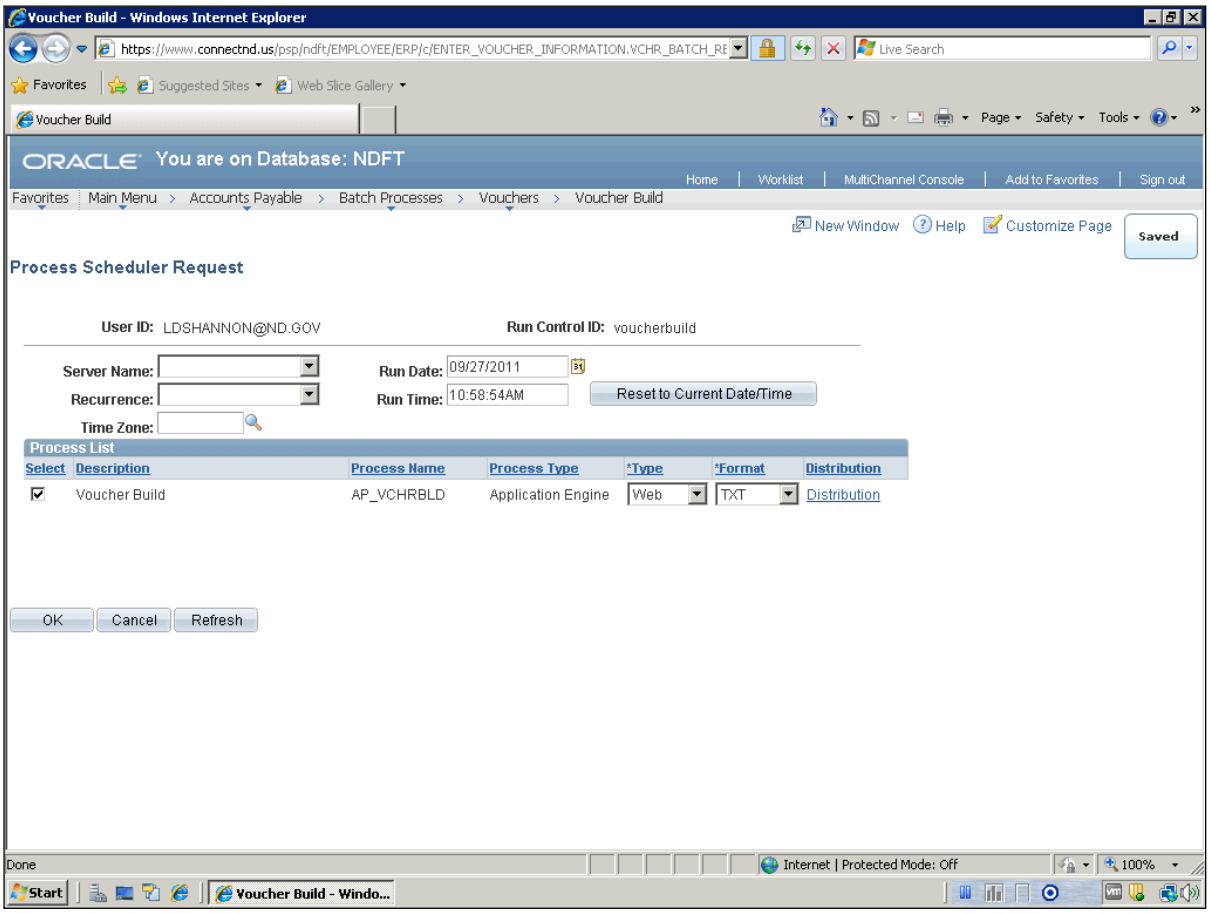
Step	Action
6.	Click the **Search** button.

Step	Action
7.	Click the **voucherbuild** link. voucherbuild

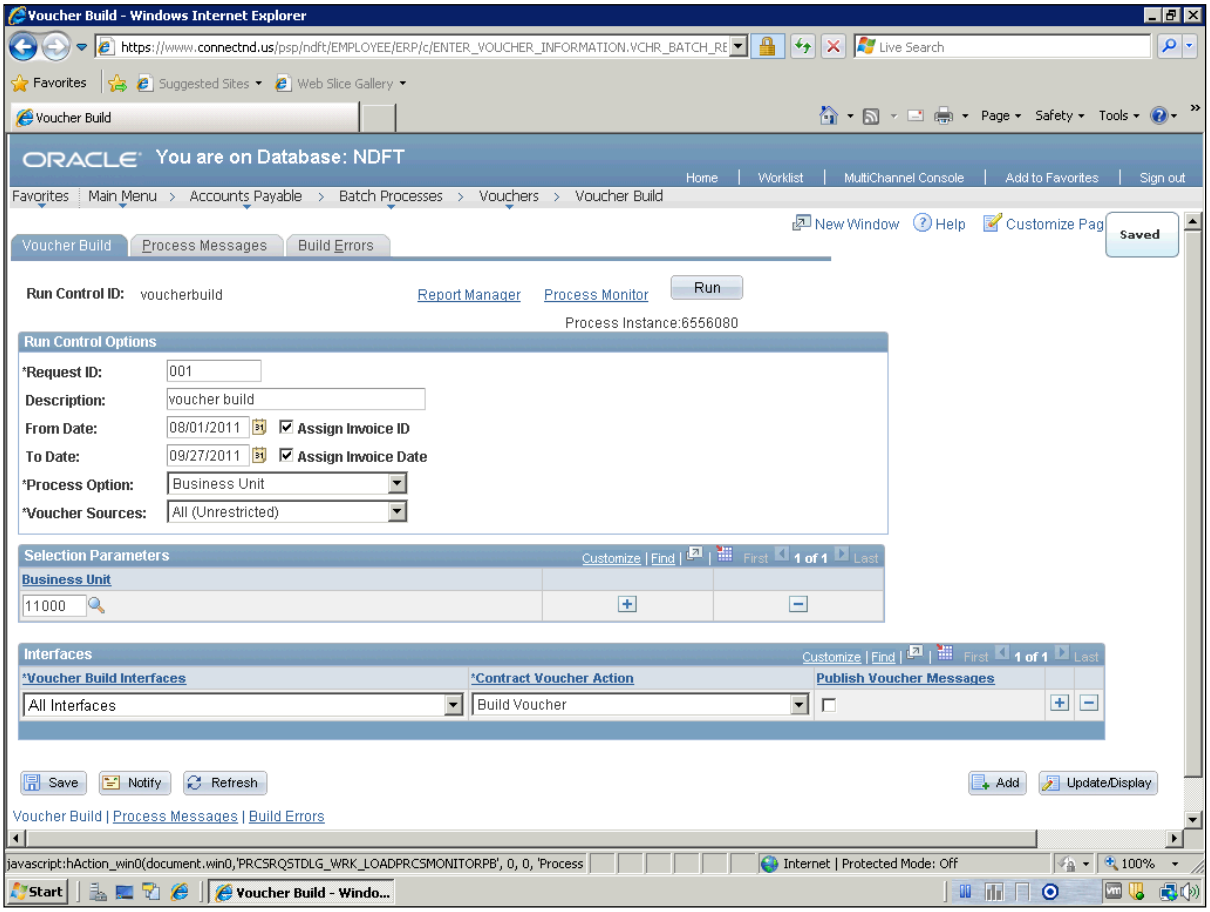


Step	Action
8.	Enter the desired information into the **Request ID** field. Enter "**001**".
9.	Enter the desired information into the **Description** field. Enter "**voucher build**".
10.	Enter the desired information into the **From Date** field. Enter "**08/01/2011**".
11.	Enter the desired information into the **To Date** field. Enter "**09/27/2011**".
12.	Click the **Process Option** list. Process All Units
13.	Click the **Business Unit** list item. Business Unit

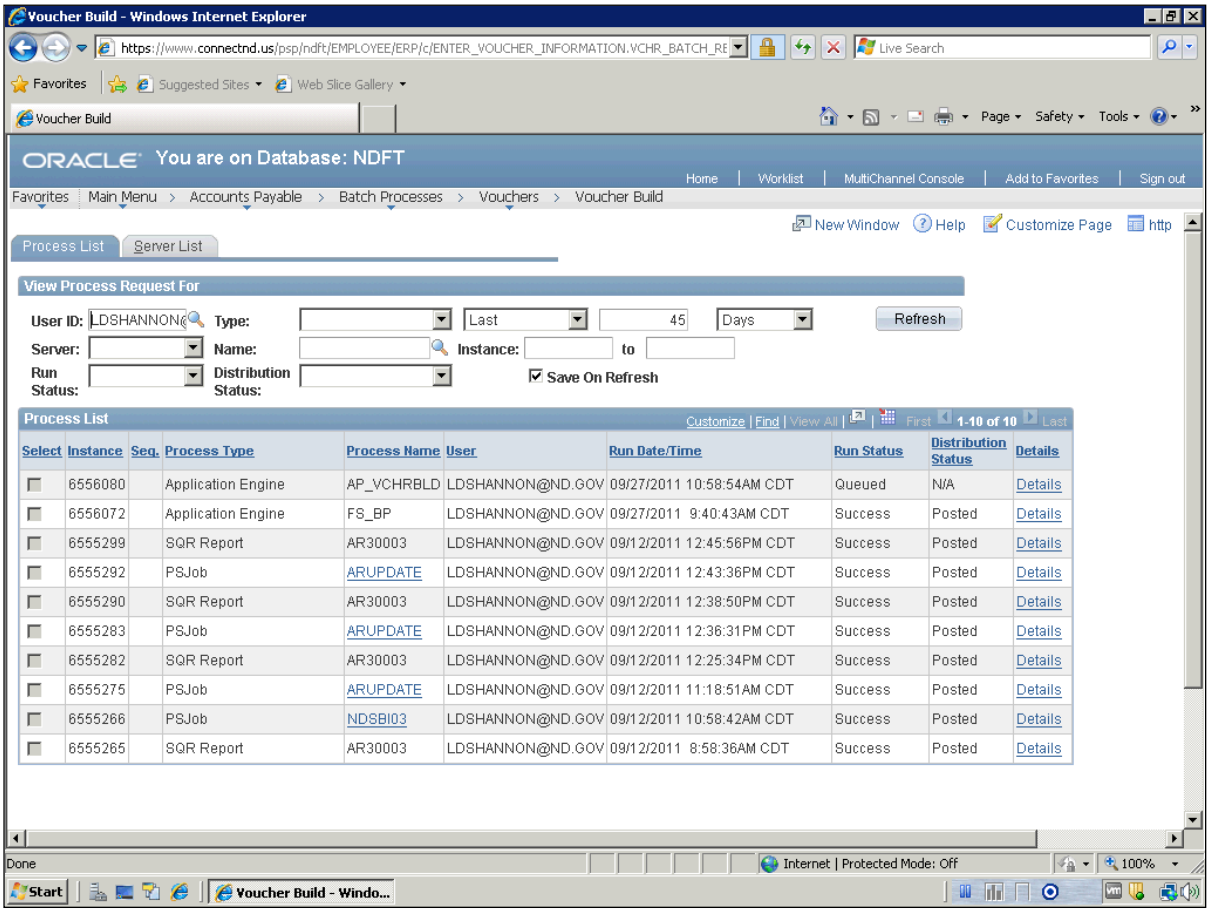
Step	Action
14.	Click the **Voucher Sources** list.
15.	Click the **All (Unrestricted)** list item.
16.	Enter the desired information into the **Business Unit** field. Enter "**11000**".
17.	Click the **Voucher Build Interfaces** list.
18.	Click the **All Interfaces** list item.
19.	Click the **Run** button.



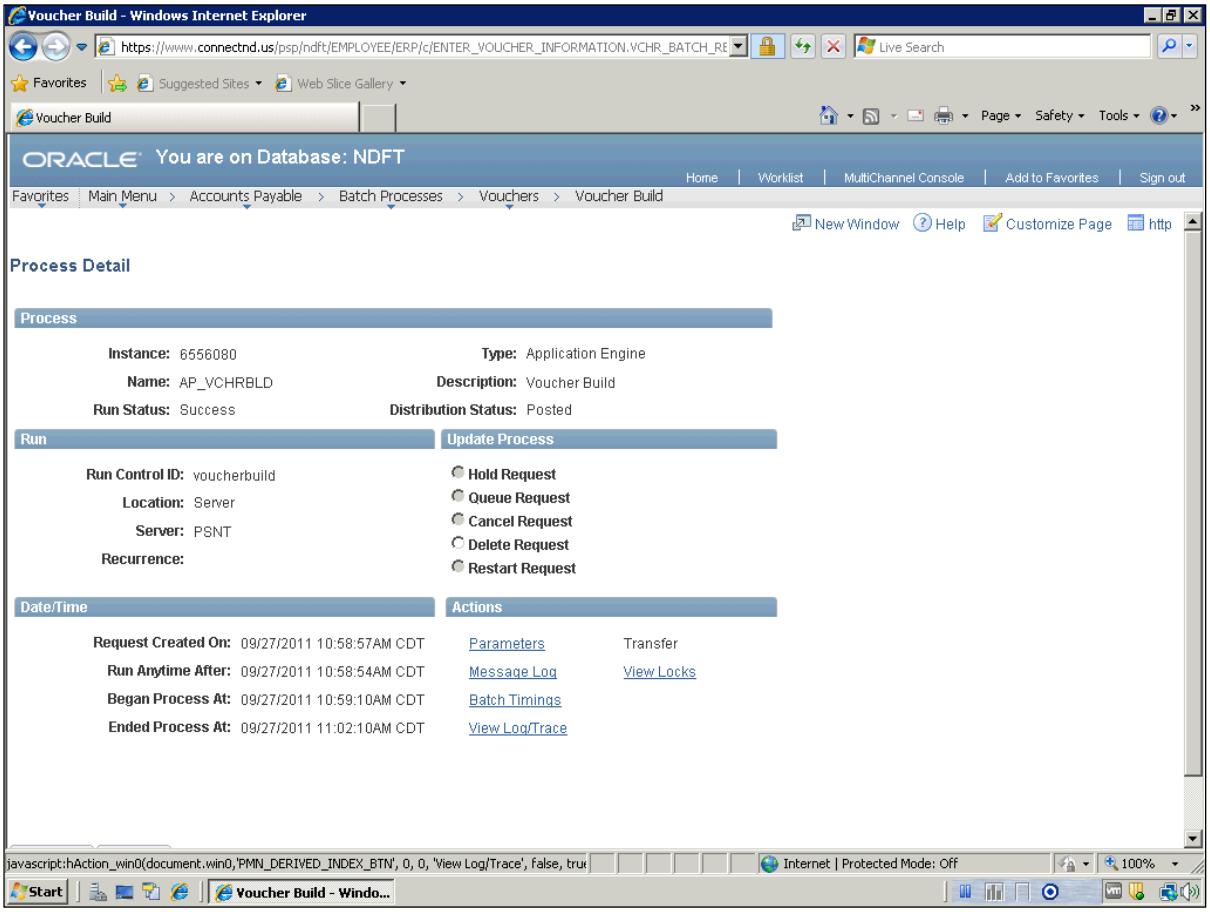
Step	Action
20.	Click the **OK** button.



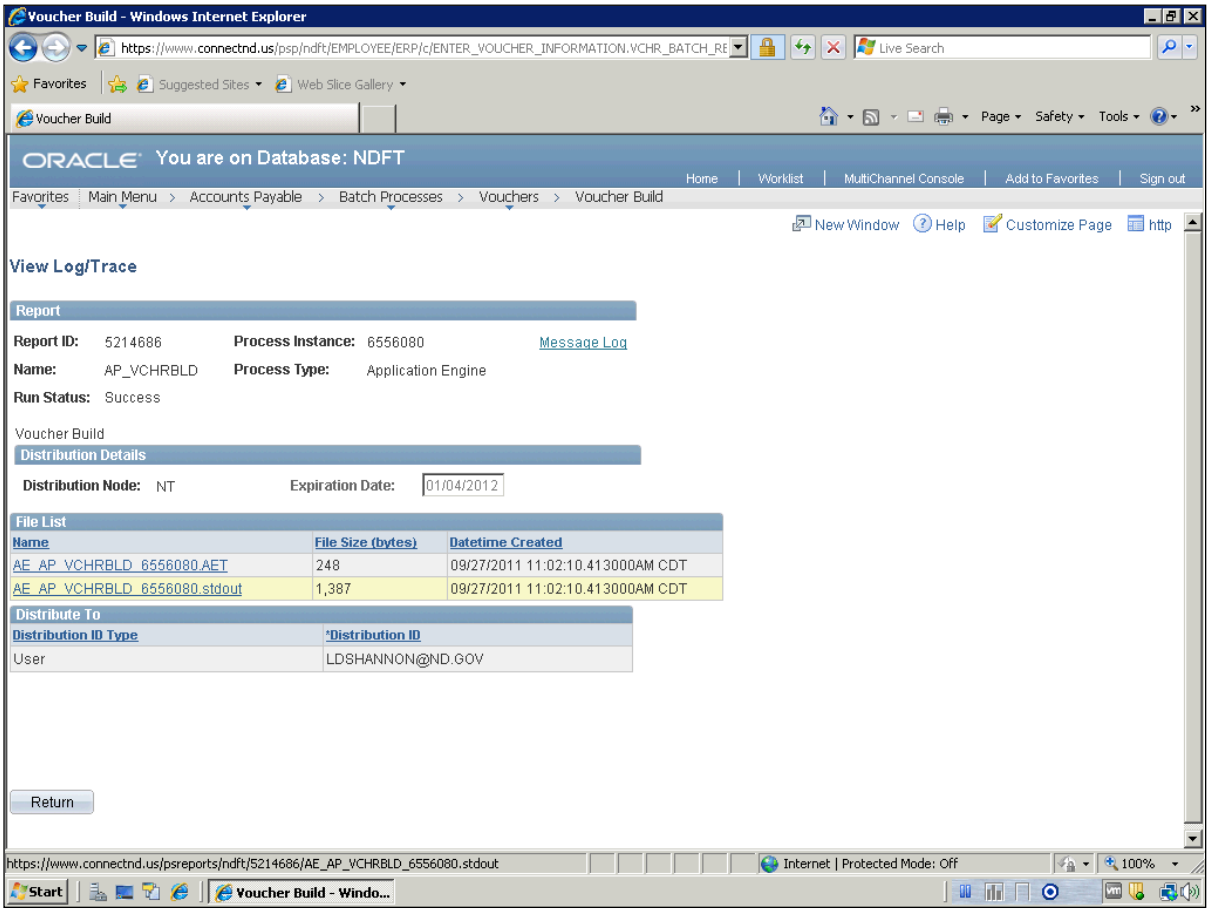
Step	Action
21.	Click the **Process Monitor** link. Process Monitor



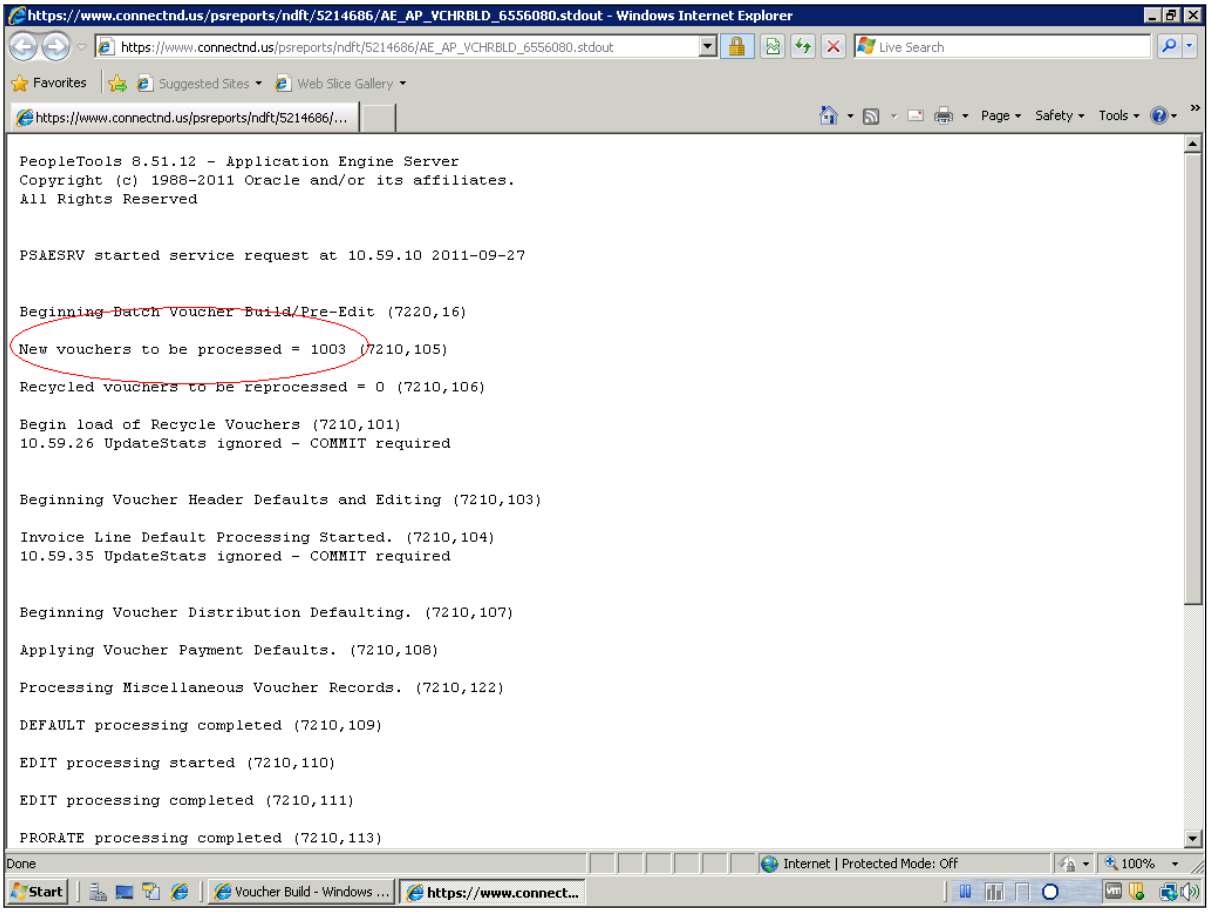
Step	Action
22.	Click Refresh periodically to update the Run Status. Once the Status is Success and the Distribution Status is Posted, click on the Details hyperlink. Click the **Refresh** button. Refresh
23.	Click the **Details** link. Details



Step	Action
24.	Click the **View Log/Trace** link. View Log/Trace



Step	Action
25.	Click the **AE_AP_VCHRBLD_6556080.stdout** link. AE_AP_VCHRBLD_6556080.stdout



Step	Action
26.	Click the **Close** button.
27.	This topic showed how to run the Voucher Build - Errors/Stages Vouchers process. **End of Procedure.**

ST Lesson 4.4 - Voucher - Payment Inquiries

Voucher - Payment Inquiries

Payables provides inquiry pages and reports that enable you to access vouchers or obtain payment and vendor information by utilizing search criteria data.

ST 4.4.1 - Voucher Inquiry

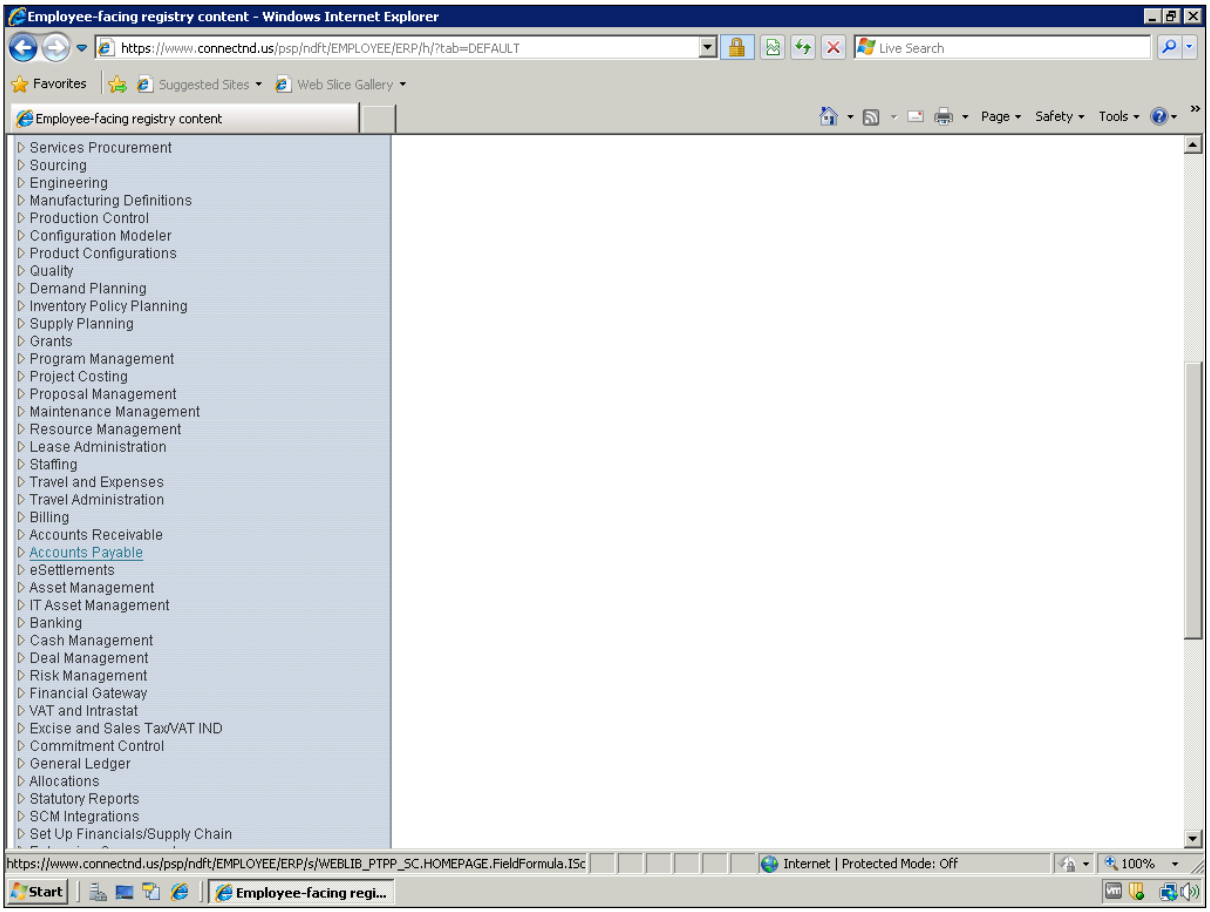
Voucher Inquiry

Navigation: Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher

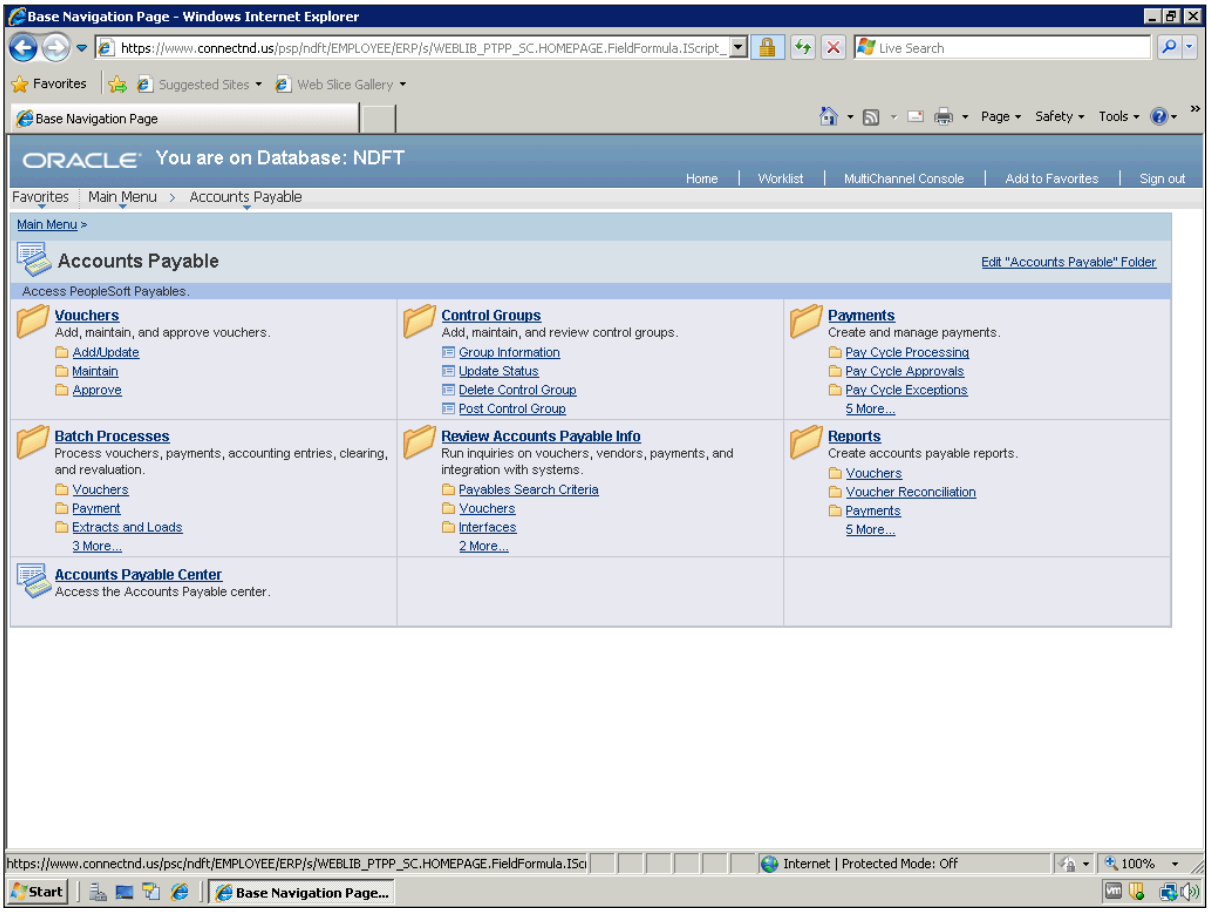
Voucher Inquiry enables you to view information regarding vouchers processed through PeopleSoft Accounts Payable.

Procedure

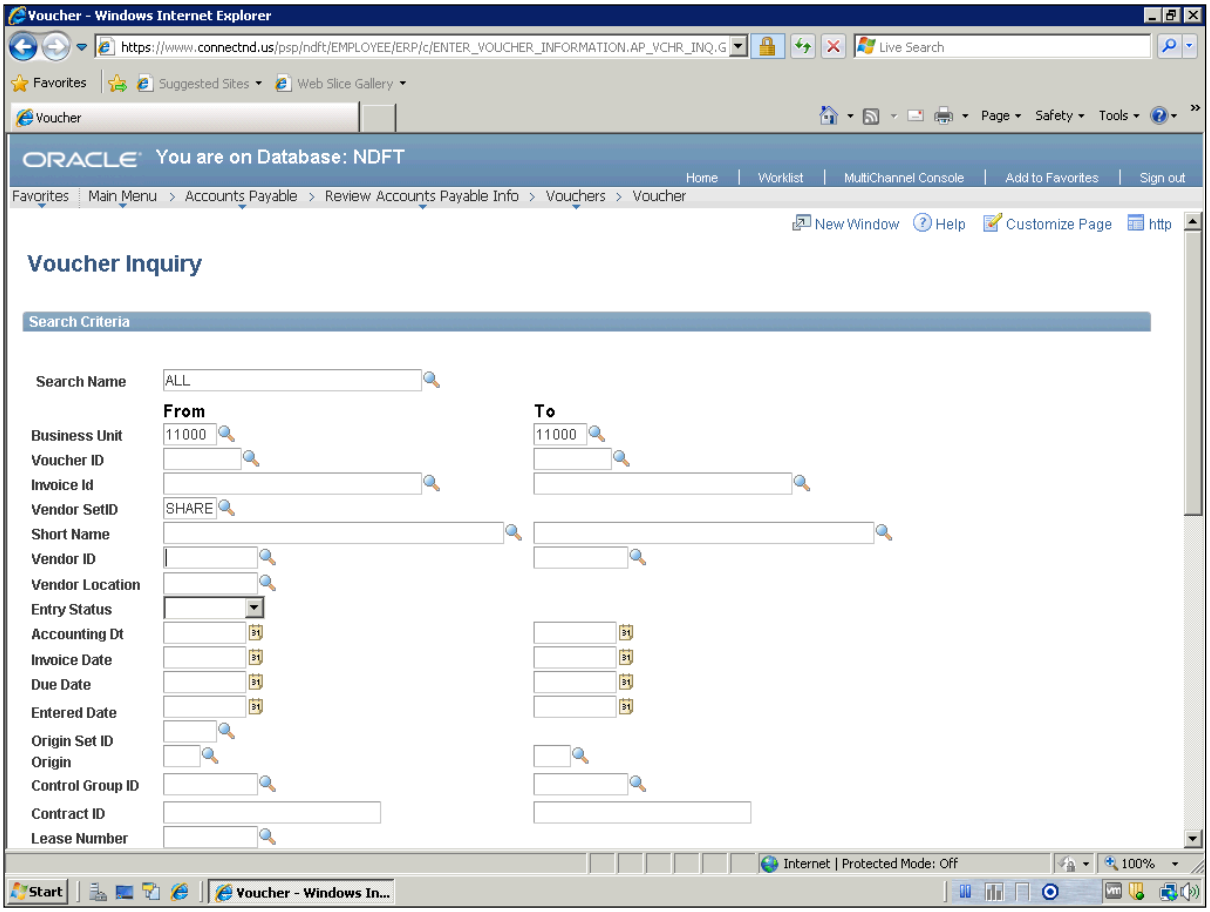
This topic shows how to access Voucher Inquiry.



Step	Action
1.	Click the **Accounts Payable** link. ▷ Accounts Payable



Step	Action
2.	Click the **Review Accounts Payable Info** link. Review Accounts Payable Info
3.	Click the **Vouchers** link. Vouchers
4.	Click the **Voucher** link. Voucher



Step	Action
5.	Enter the desired information into the **Vendor ID** field. Enter "**0000001871**". **Note:** Various search criteria fields are available, such as Invoice Id, Vendor ID, etc.
6.	Click the **Search** button. Search
7.	The Voucher Detail results are displayed.
8.	Click the **Acctg Entries** button for additional information.
9.	The Voucher Accounting Entries are displayed.
10.	This topic showed how to access Voucher Inquiry **End of Procedure.**

ST 4.4.2 - Payment Inquiry

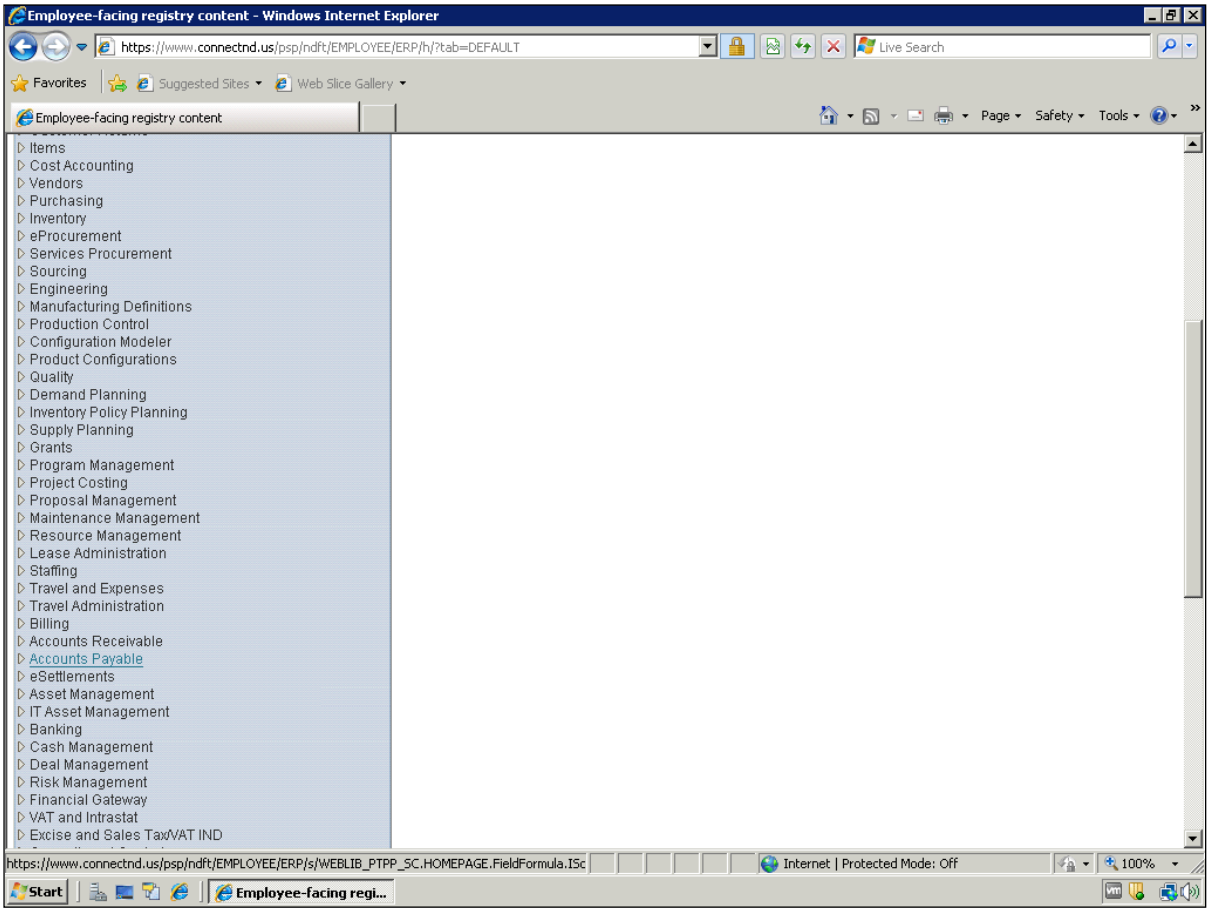
Payment Inquiry

Navigation: Accounts Payable > Review Accounts Payable Info > Payments > Payment

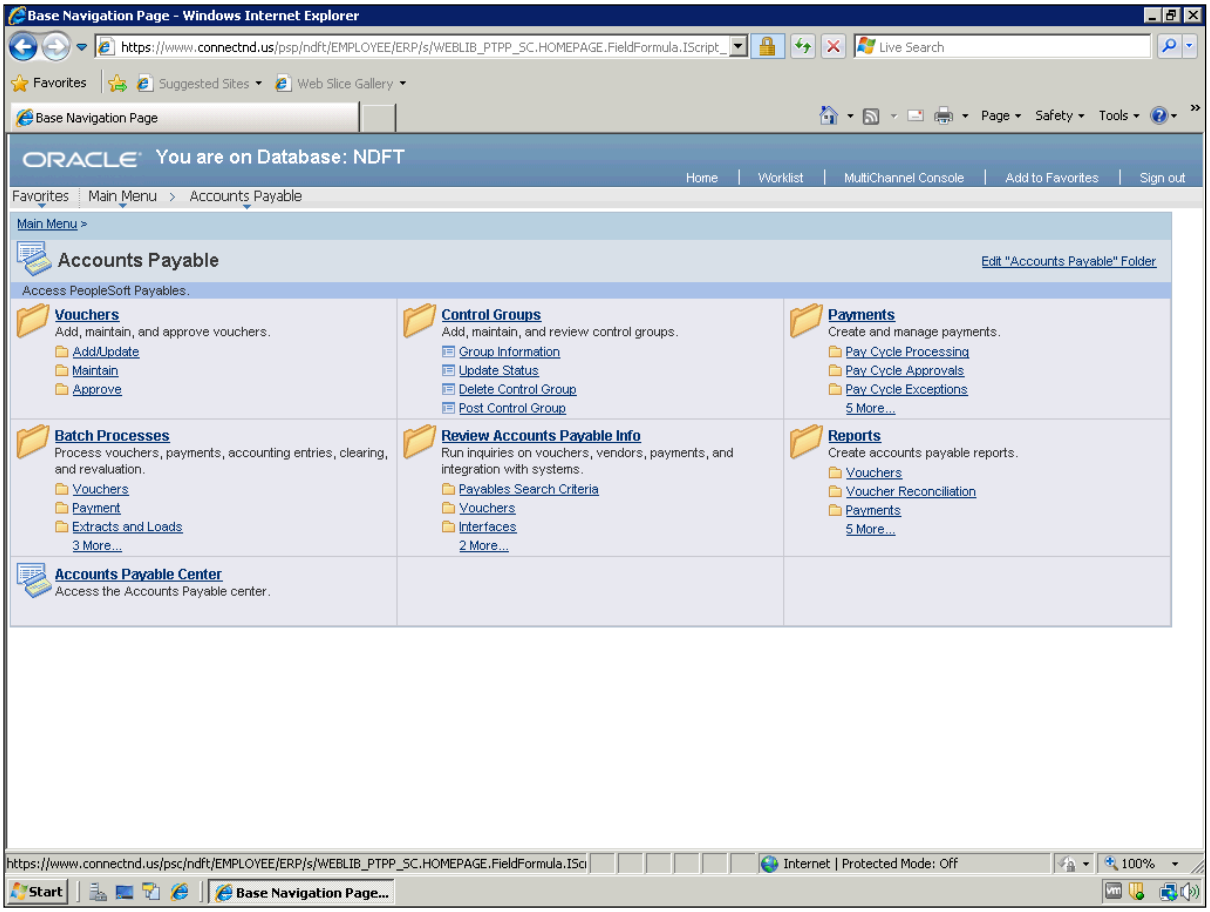
Payment Inquiry enables you to view information regarding payments processed through PeopleSoft Accounts Payable.

Procedure

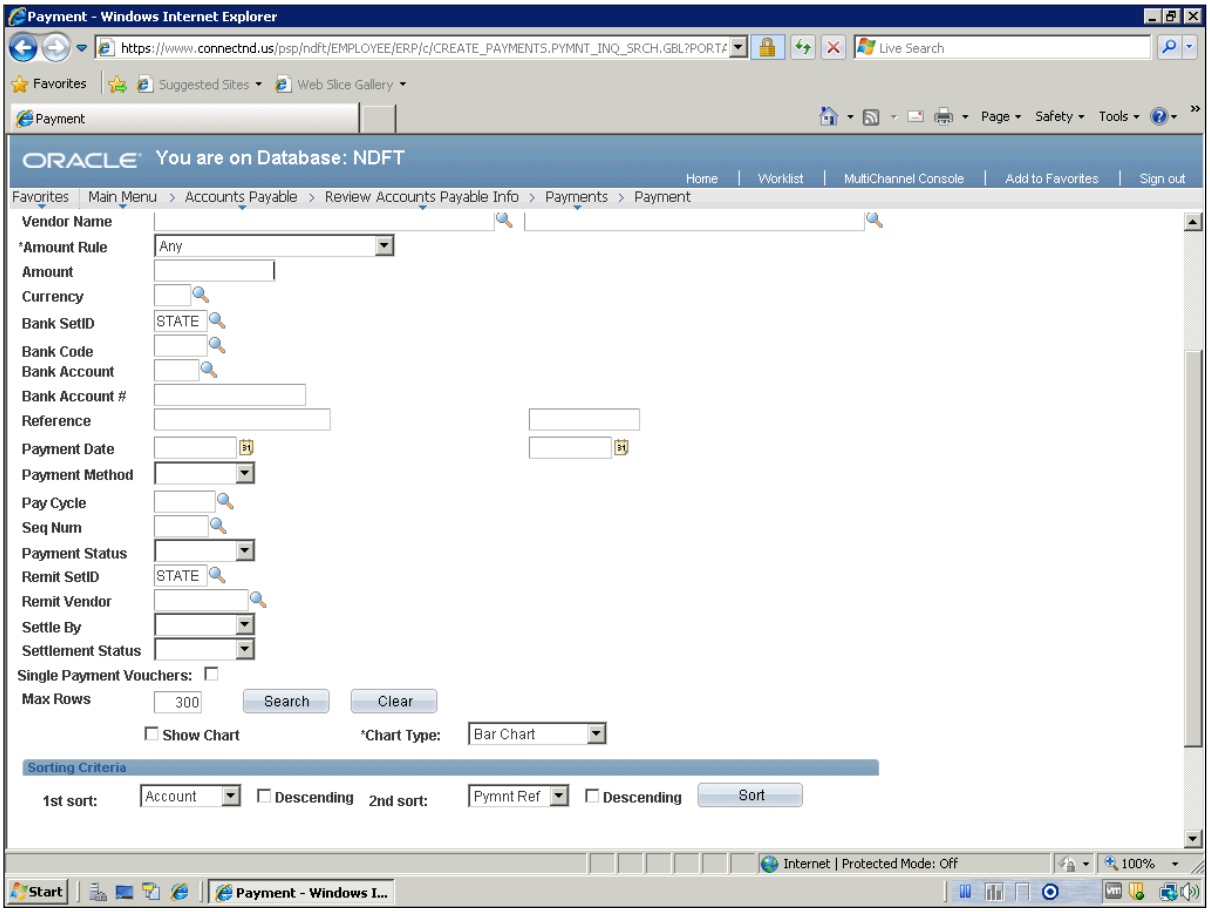
This topic shows how to access Payment Inquiry.

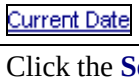


Step	Action
1.	Click the **Accounts Payable** link. Accounts Payable



Step	Action
2.	Click the **Review Accounts Payable Info** link. Review Accounts Payable Info
3.	Click the **Payments** link. Payments
4.	Click the **Payment** link. Payment



Step	Action
5.	Enter the desired information into the **Amount** field. Enter "**100.00**".
6.	Enter the desired information into the **Payment Date** field. Enter "**08/01/2011**".
7.	Click the **Choose a date (Alt+5)** button.
8.	Click the **Current Date** link. 
9.	Click the **Search** button.
10.	This topic showed how to access Payment Inquiry. **End of Procedure.**

ST 4.4.3 - Accounting Entries Inquiry

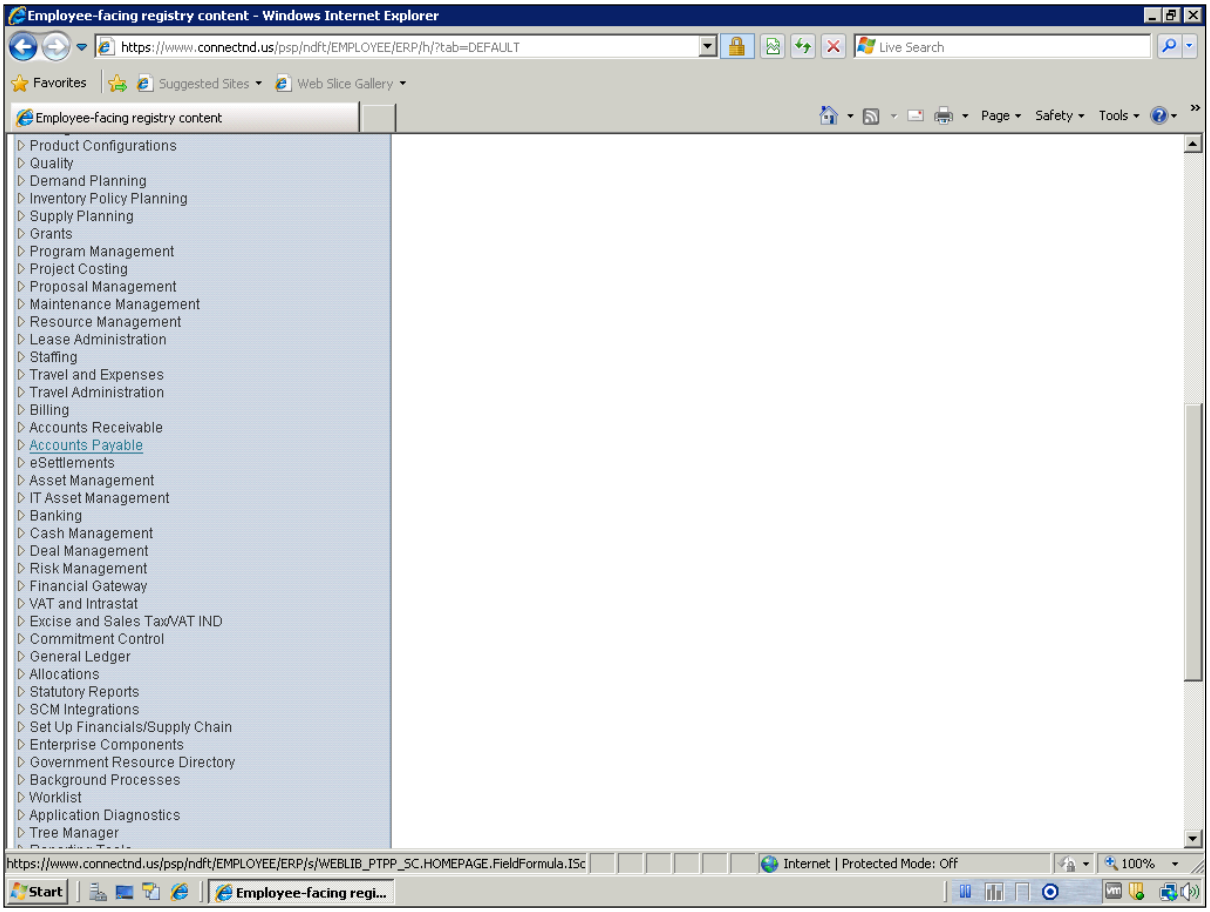
Accounting Entries Inquiry

Navigation: Accounts Payable > Review Accounts Payable Info > Vouchers > Accounting Entries

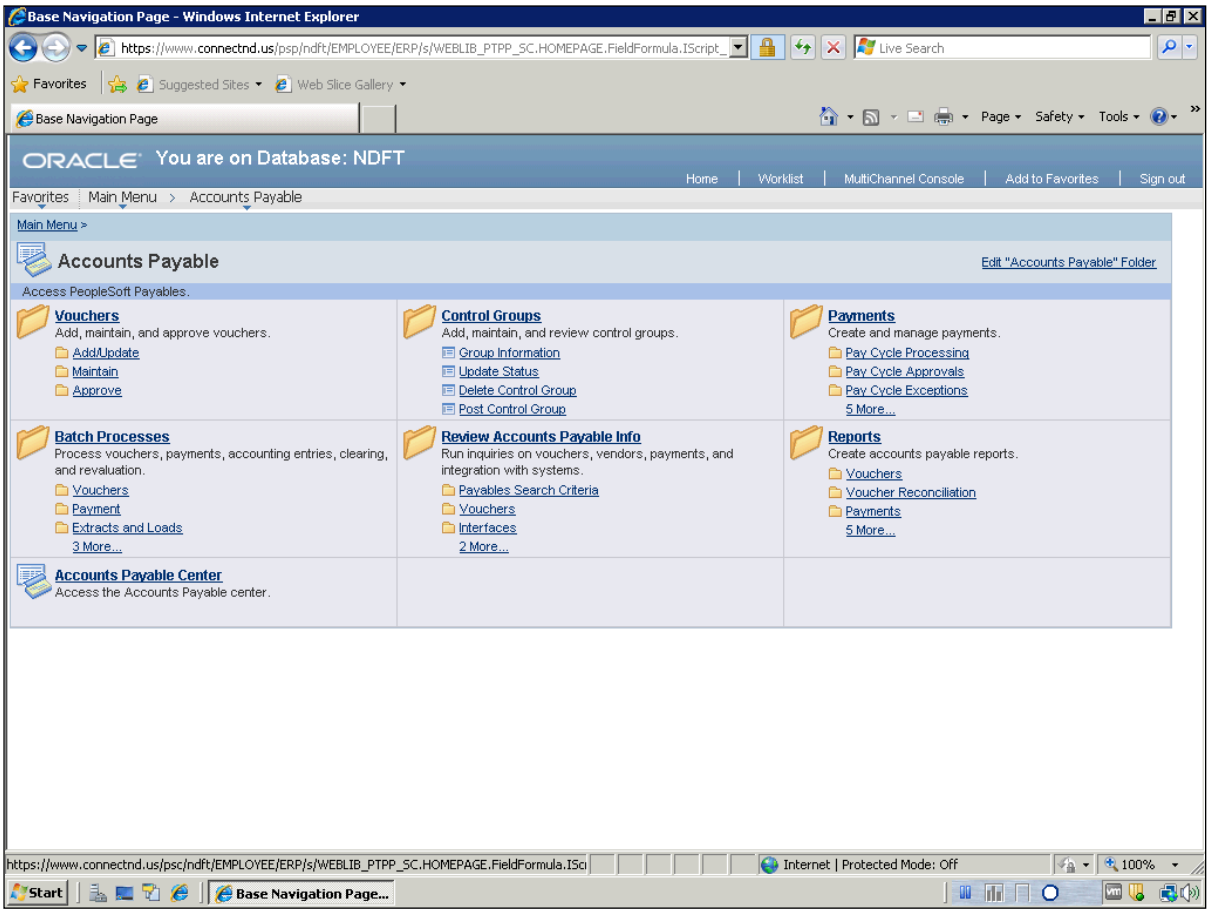
Accounting Entries Inquiry displays voucher accounting transaction information such as AP Accruals, Payments, Cancellations or Closures.

Procedure

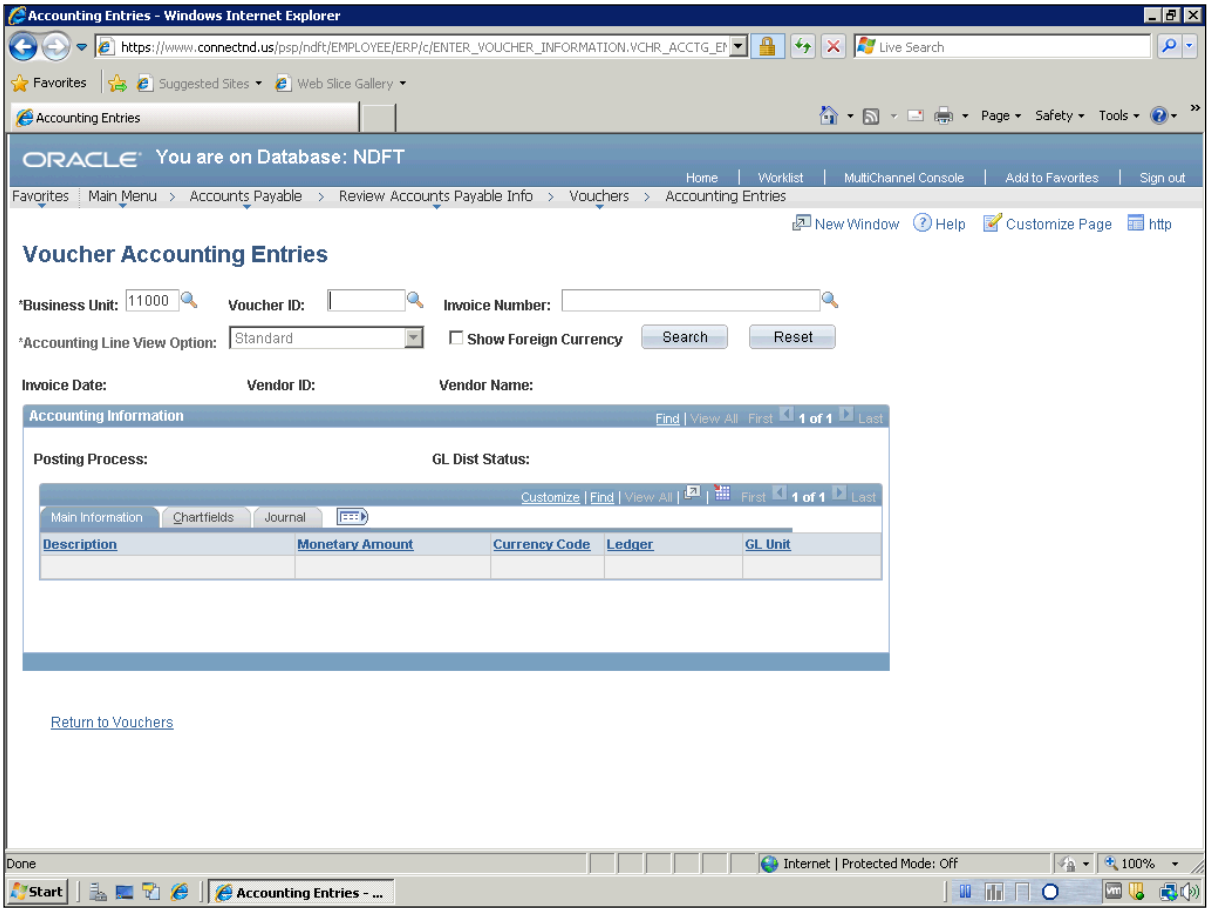
This topic shows how to access Accounting Entries Inquiry.



Step	Action
1.	Click the **Accounts Payable** link.



Step	Action
2.	Click the **Review Accounts Payable Info** link. Review Accounts Payable Info
3.	Click the **Vouchers** link. Vouchers
4.	Click the **Accounting Entries** link. Accounting Entries



Step	Action
5.	Enter the desired information into the **Voucher ID** field. Enter "**00001095**".
6.	Click the **Search** button. Search
7.	Click the **View All** link to display all Accounting Information lines. View All
8.	Click the **Show all columns** button for Line 1.
9.	Click the **Show all columns** button for Line 2.
10.	Accounting information is displayed.
11.	Additional information is displayed when scrolling to the right of the page.
12.	This topic showed how to access Accounting Entries Inquiry. **End of Procedure.**

ST 4.4.4 - Find an Existing Voucher

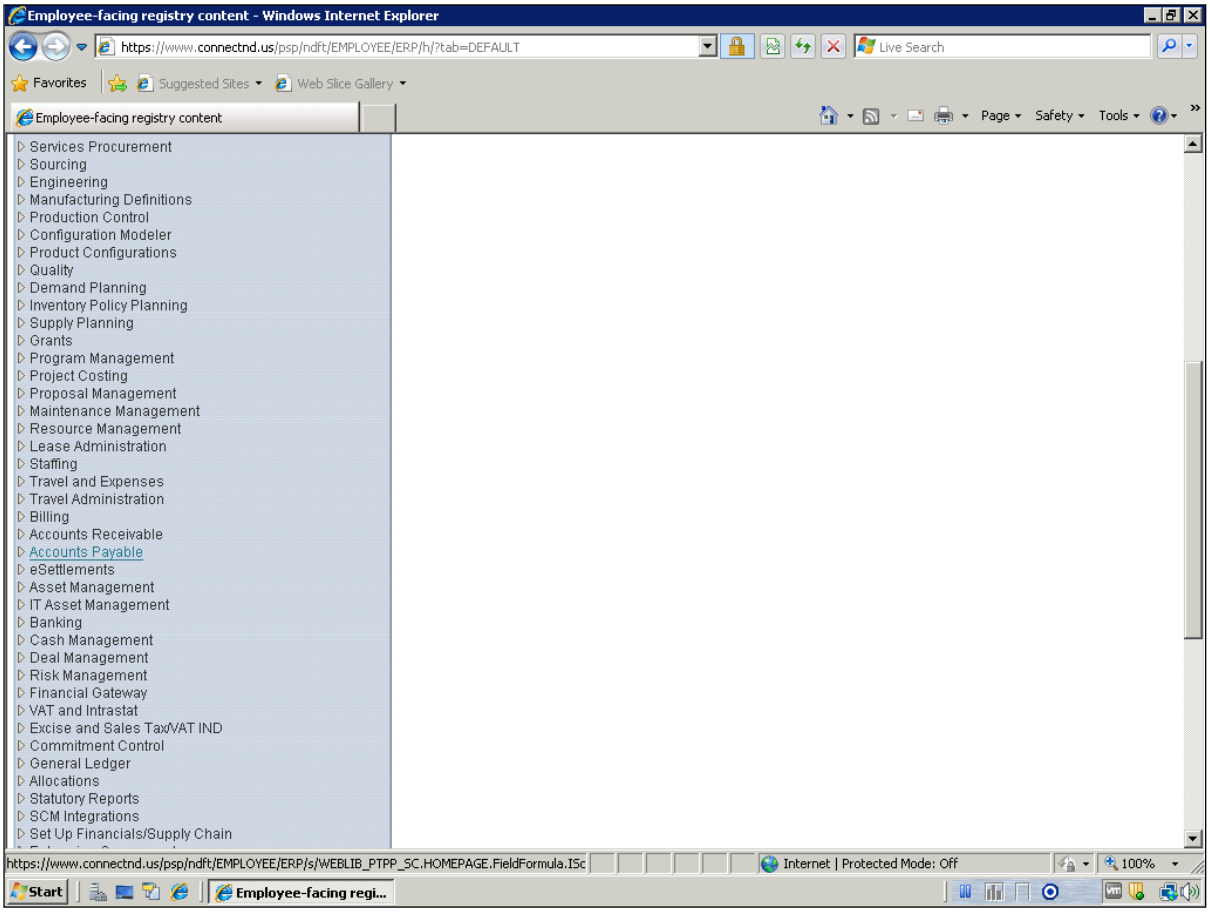
Find an Existing Voucher

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry

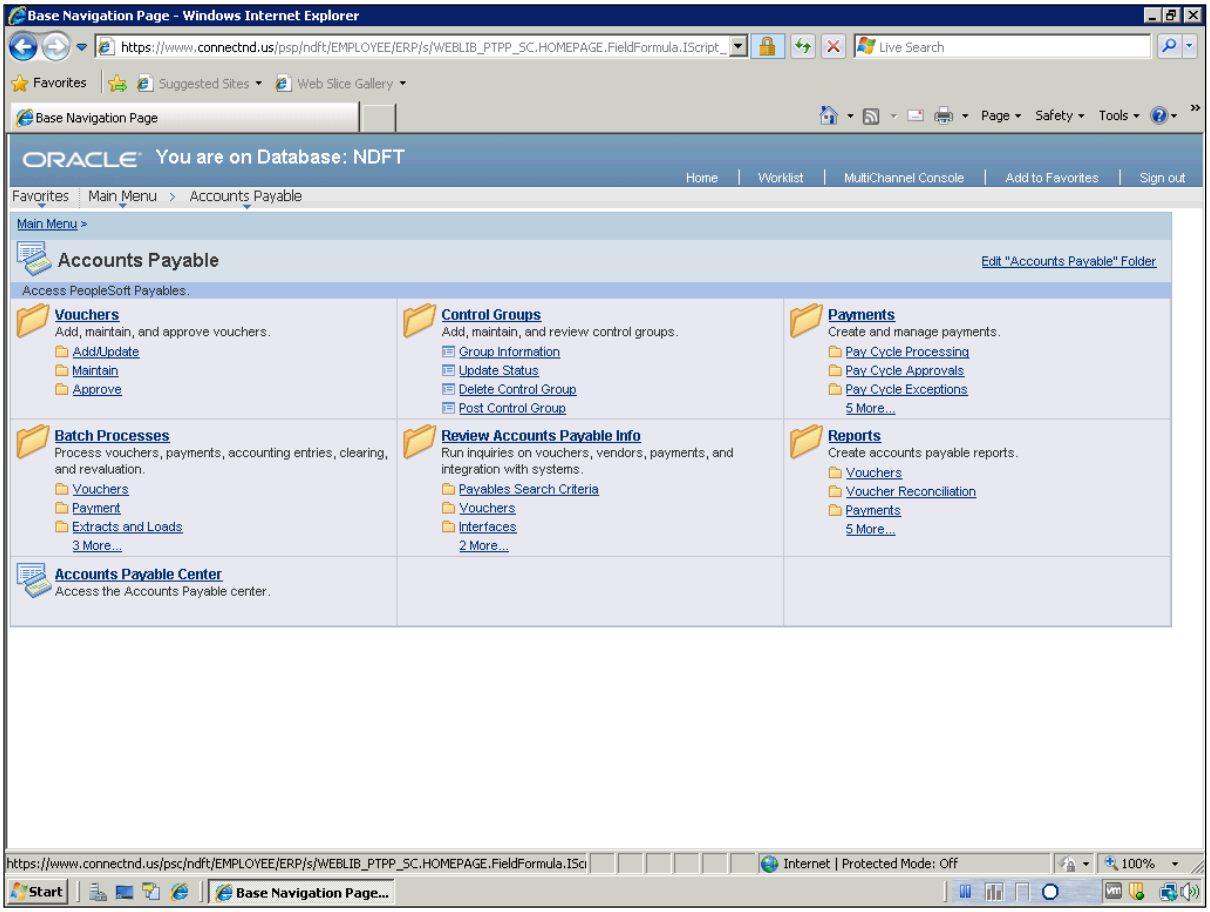
A search method to display a voucher that has been entered and saved in PeopleSoft.

Procedure

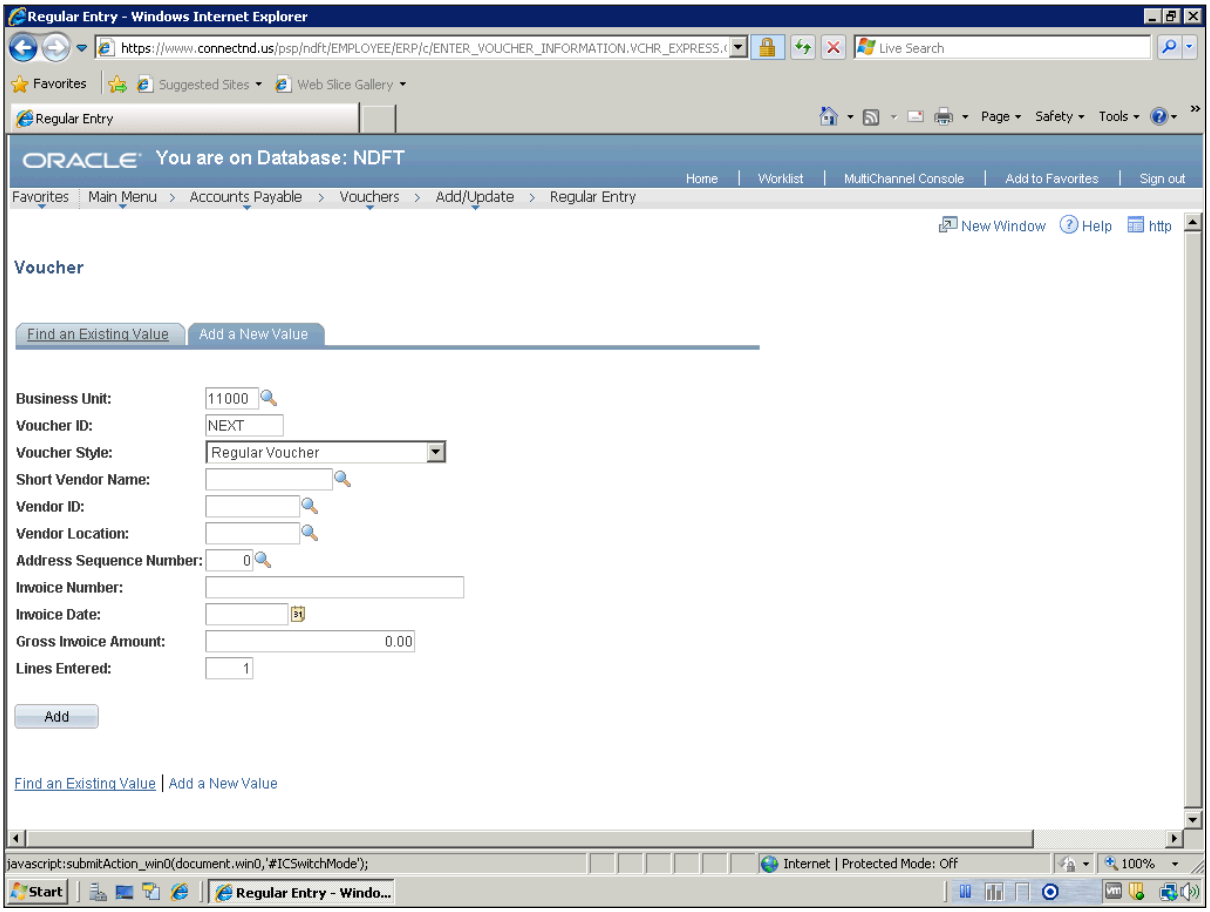
This topic shows how to Find an Existing Voucher.



Step	Action
1.	Click the **Accounts Payable** link. Accounts Payable



Step	Action
2.	Click the **Vouchers** link. Vouchers
3.	Click the **Add/Update** link. Add/Update
4.	Click the **Regular Entry** link. Regular Entry



Step	Action
5.	Click the **Find an Existing Value** tab. Find an Existing Value
6.	Note: There are several search criteria fields
7.	Enter the desired information into the **Vendor ID** field. Enter "**0000001871**".
8.	Click the **Search** button. Search
9.	Click the **03/23/2011** link. 03/23/2011
10.	This topic showed how to Find an Existing Voucher. **End of Procedure.**

ST Lesson 4.5 - Running Reports/Queries

Running Reports and Queries

Running Reports

PeopleSoft has many reports available for users to run on an "as needed" basis. These are standard reports based on the general information most PeopleSoft users need. Many of these do not meet the State of North Dakota's unique needs so several other custom reports have been developed. These reports are generally in a PDF format and can be saved to file or printed.

Running Queries

PeopleSoft has reporting capabilities that allow users to download information maintained on the system whenever needed. Queries are a less formal version of a report. There are several queries already developed for users to run.

ST 4.5.1 - Journal Approval Query

Journal Approval Query

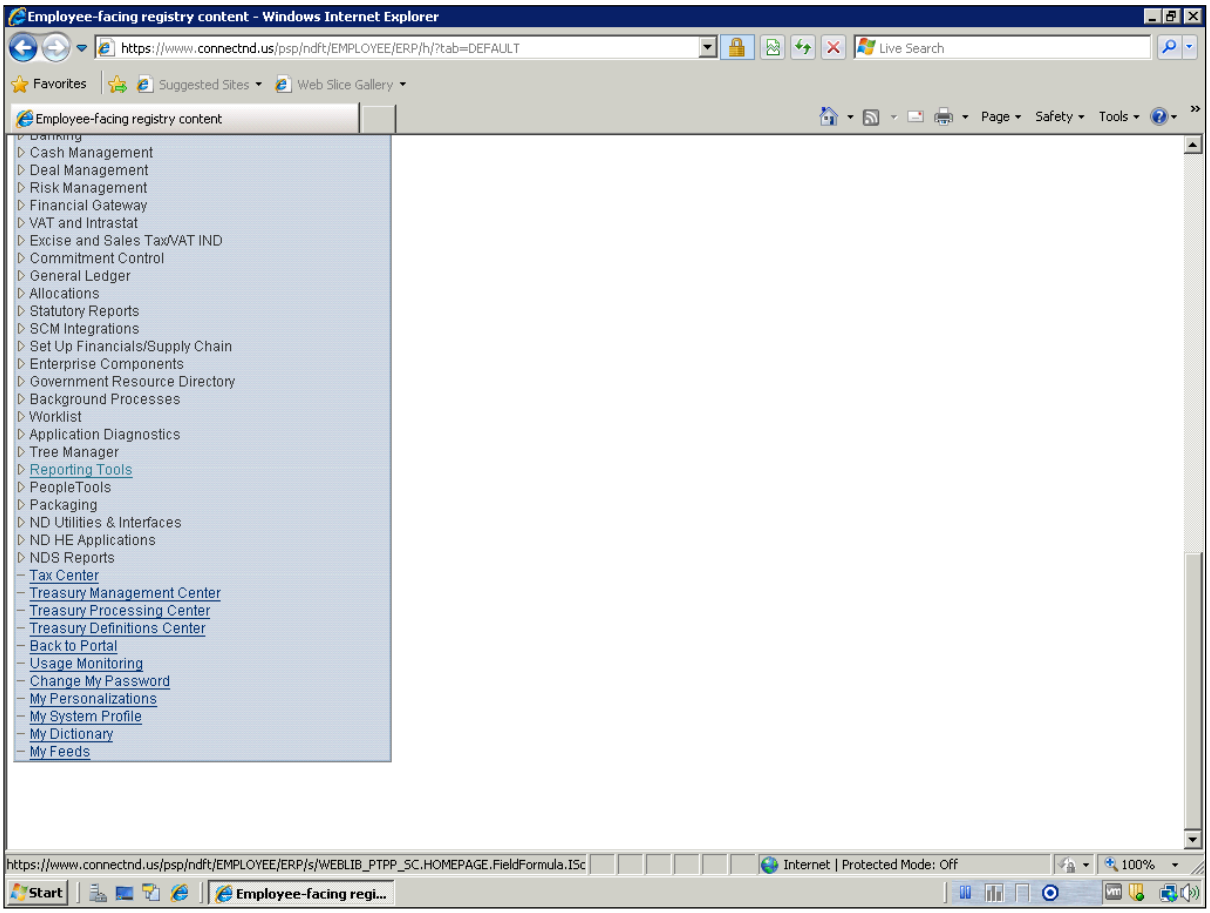
Navigation: Reporting Tools > Query > Query Manager

Query Name - NDSALL_FINAL_VCHR_APPROVAL_DT

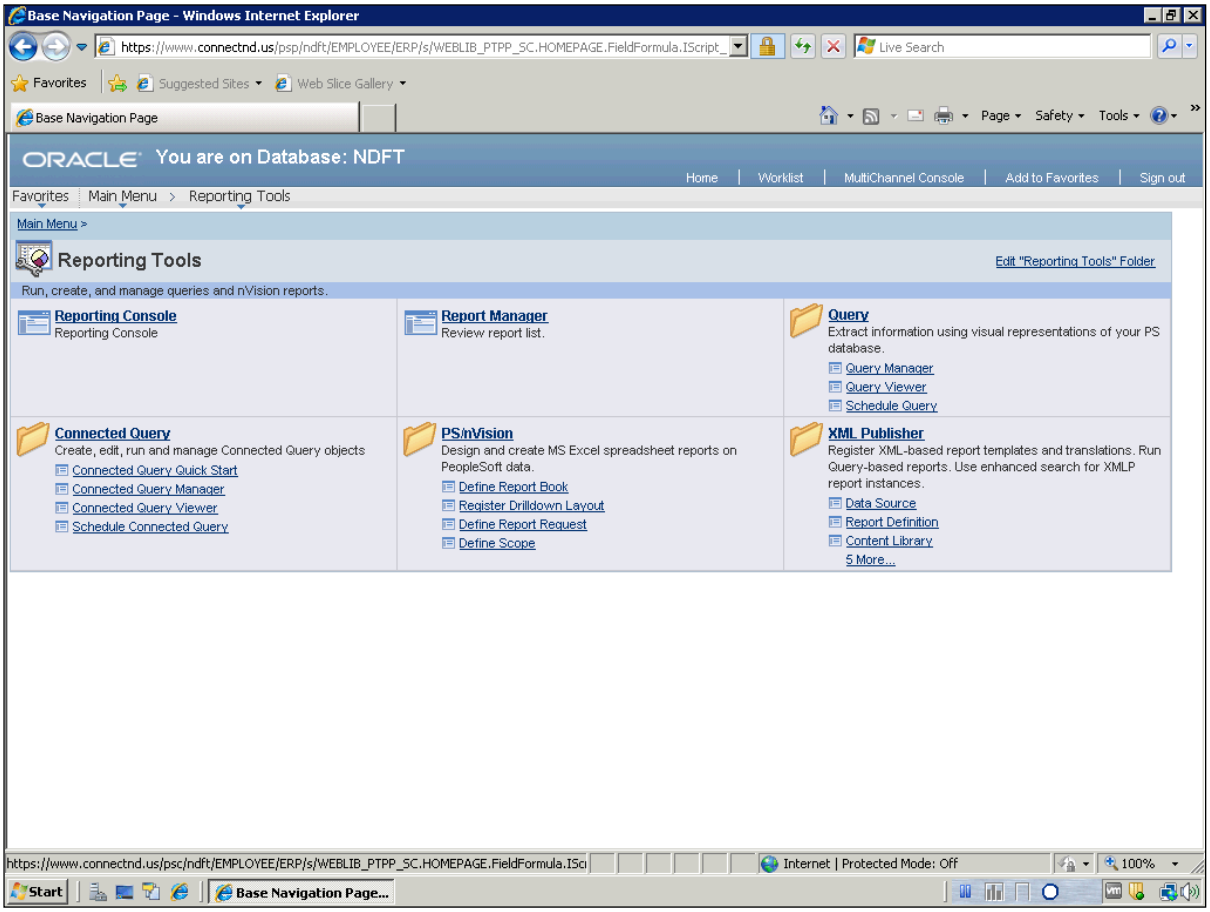
A query that displays voucher information such as voucher number, accounting date, approval status, approval instance, date/time stamp and user id.

Procedure

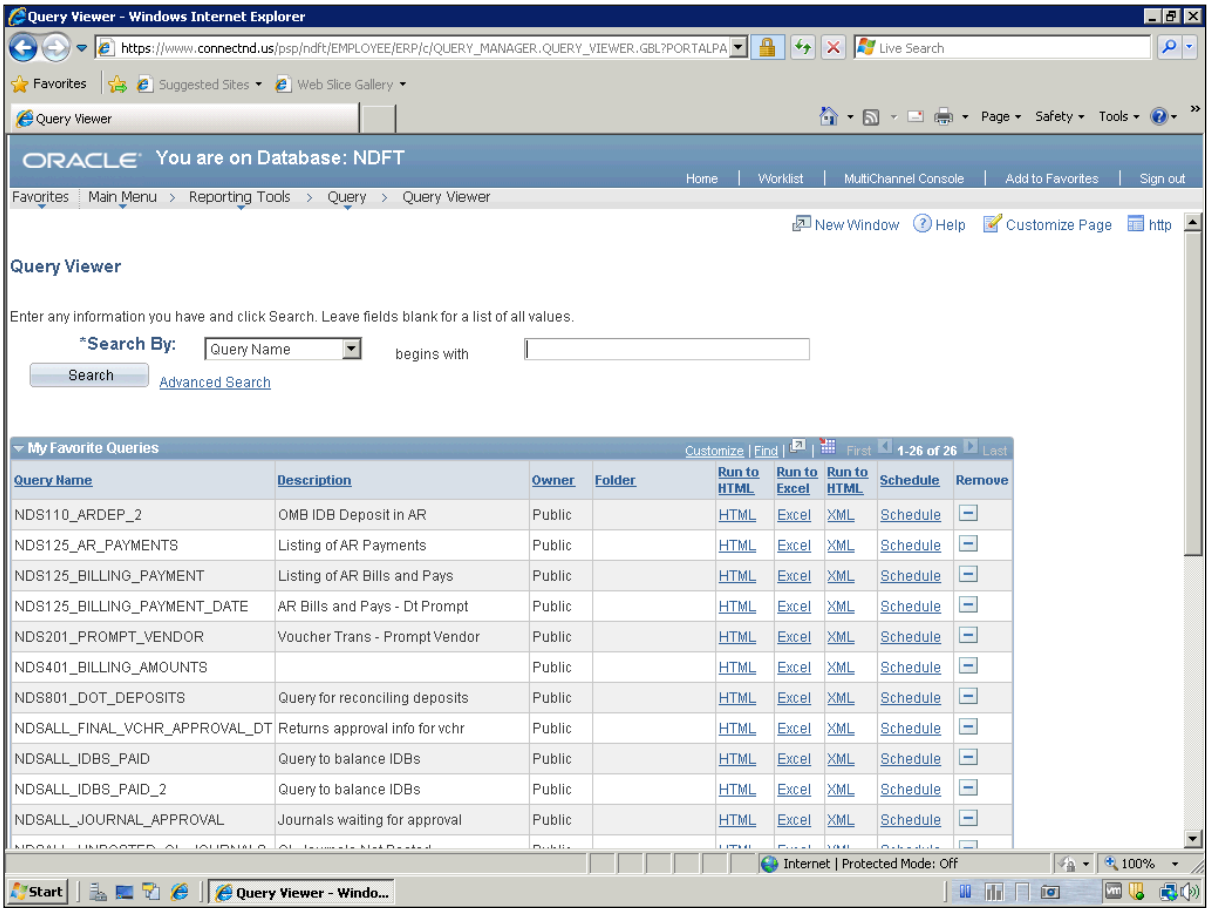
This topic shows how to access the Journal Approval Query.



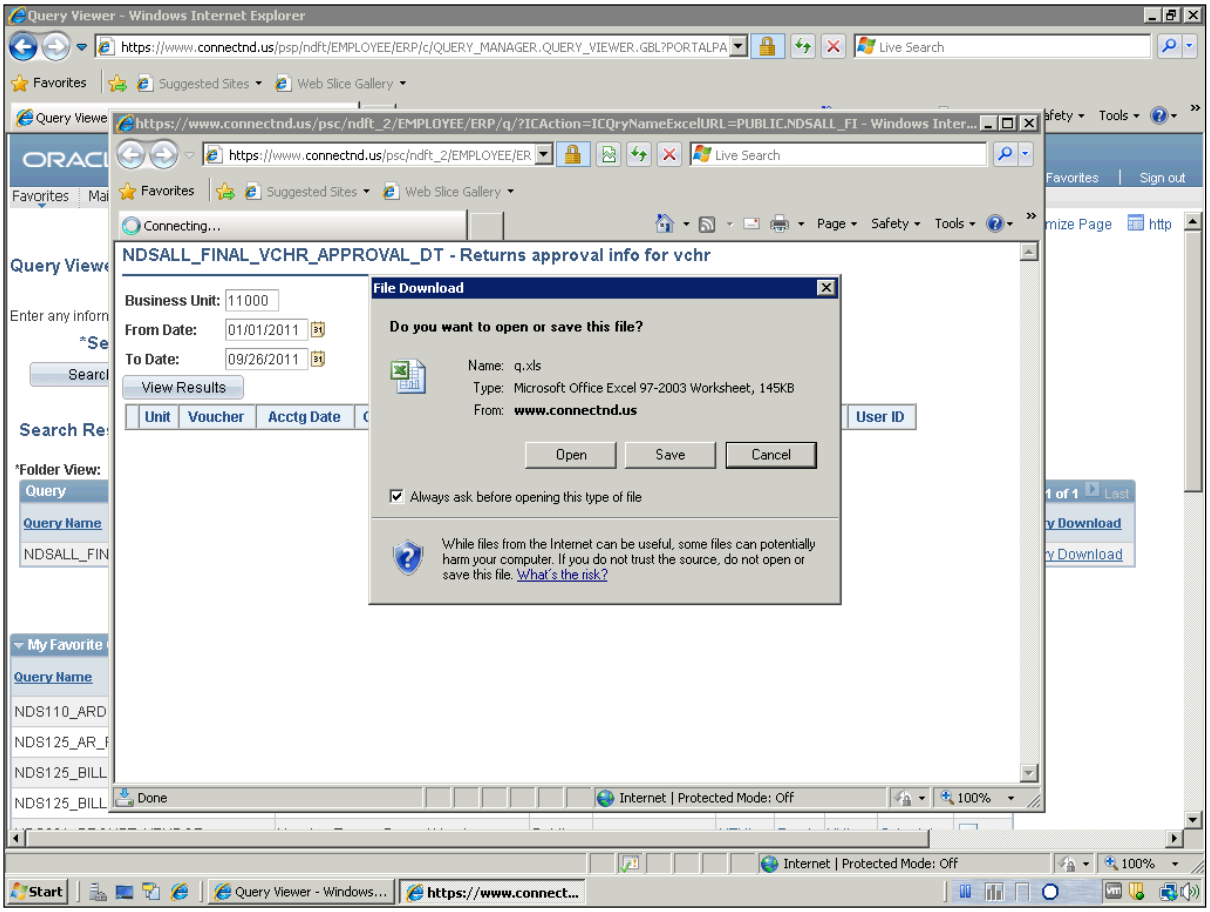
Step	Action
1.	Click the **Reporting Tools** link. ▷ Reporting Tools



Step	Action
2.	Click the **Query** link. Query
3.	Click the **Query Viewer** link. Query Viewer



Step	Action
4.	Enter the desired information into the **Search By** field. Enter "**NDSALL_FINAL_VCHR_APPROVAL_DT**".
5.	Click the **Search** button.
6.	Query can Run to HTML, Run to Excel, or Run to XML.
7.	Click the **Excel** link.
8.	Enter the desired information into the **From Date** field. Enter "**01/01/2011**".
9.	Enter the desired information into the **To Date** field. Enter "**09/26/2011**".
10.	Click the **View Results** button.



Step	Action
11.	Click the **Open** button. Open
12.	The Returns Approval Info for Voucher query displays voucher number, accounting date, approval status, date/time, and user ID.
13.	This topic showed how to access the Journal Approval Query. **End of Procedure.**